

**Graduate School of Science and Engineering of Saitama University (Research and Development Bureau)
Tenure Track Faculty Position Open Call: Guide for Applicants**

Saitama University has a tenure track system in place to provide faculty members with an incentive for acquiring tenure. This system increases their motivation to actively engage in education and research while also enhancing their capabilities and talents, thereby advancing and stimulating education and research activities at the university.

Under the tenure track system, the Graduate School of Science and Engineering of Saitama University will recruit an assistant professor or associate professor through an international open call as follows:

Description

Duties	Duties immediately upon employment: Teaching, scientific research, and part of university management tasks Scope for change of duties: None
Affiliated organization	Research and Development Bureau * The tenure track assistant professor or associate professor may refer to the Graduate School of Science and Engineering as the organization they are affiliated with when publishing research activities and results.
Graduate Departments	Fundamental Physics and Chemistry Unit (Physics Program)
Specialty areas	Experimental physics: Research on radiation, atomic, nuclear, and accelerator physics and their related fields
Teaching Duties	Lectures and exercises in physics (including supervising students at the Department of Physics of the Faculty of Science, as well as at the Physics Program of the Division of Material Science in the master's degree course and the Material Science course in the doctoral degree course of the Graduate School of Science and Engineering.)
Person to be recruited	One tenure track assistant professor or associate professor
Applicant requirements	(1) Doctoral degree in physics, (2) Excellent achievements in the above specialty areas, (3) Good teaching experience, (4) Strongly motivated, good communication and organizational skills, (5) Good language skills (Japanese and/or English). Japanese language skills at the start of employment would be an asset, (6) This position is open to all nationalities and genders. Saitama University is committed to gender equality.
Tenure track term	Five years (From April 1, 2025 to March 31, 2030)
Trial period	Three months after recruitment
Working hours	Full-time, in accordance with the Rules Concerning Working Hours, Leave, Etc., for Saitama University Personnel
Place of work	Place of work immediately upon employment: Saitama University (Shimo-Okubo 255, Sakura, Saitama City) Scope for change of place of work: None
Days off	Weekends, national holidays and the Japanese New Year holiday period (from December 28 to January 3)
Salary	Annual salary system (salary is based on Saitama University's salary rules)

Various Allowances	<p>Commuting allowance</p> <p>* Full payment corresponding to actual expenses (within a set upper limit; no allowance provided in the case of commutes shorter than 2 km)</p> <p>* If employment does not begin on the first day of the month, that month's commuting allowance will not be paid until the following month.</p> <ul style="list-style-type: none"> - Biannual bonus and diligence bonus - Other allowances for housing, dependents, etc. <p>(paid as appropriate to qualifying persons)</p>
Insurance provided	The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, unemployment insurance and industrial accident compensation insurance
Employer	President of National University Corporation Saitama University
Anti-passive smoking measures	Smoking is prohibited at the site of the university, except for designated outdoor smoking areas.
Application period	Until September 30, 2024
Application documents	<p>(1) Cover letter and curriculum vitae (including photo)</p> <p>(2) Confirmation Letter regarding the Applicability of the Specific Categories for Compliance with Article 25 (1) and (2) of the Foreign Exchange and Foreign Trade Act</p> <p>(3) List of achievements (refereed research papers, books, awards, competitive funding, teaching experience, etc.)</p> <p>* For the forms for (1), (2) and (3), please see the following: https://www.saitama-u.ac.jp/guide/recruit/</p> <p>(4) Maximum of five research papers in PDF format</p> <p>(5) Summary of research activities, research plans, personal statement of philosophy of education and research (up to two pages each)</p> <p>(6) Two references with contact information (title, name, affiliation, address, phone number and e-mail address).</p> <p># One reference shall be a collaborator (including the applicant's supervisor), while the other shall be a person who is not currently a collaborator.</p> <p>* Please create the above items (1) through (6) as PDF files and compile them into a single ZIP archive. Submit the ZIP archive via the "JREC-IN Portal web application."</p>
Deadline for document submission	September 30, 2024
Selection process	<p>The selection committee includes outside experts as members from the viewpoint of transparency and fairness. The committee conducts the screening of application documents (the first stage of the selection process) and interviews (the second stage of the selection process). The selection process includes peer reviews and focuses on applicants' achievements, regardless of their nationality. Applicants' Japanese language skills will not be evaluated during the selection process, but will be assessed later in the tenure review. Applicants who pass the screening of application documents (the first stage of the selection process) will be interviewed (the second stage of the selection process). Traveling expenses that may be incurred for the interview will not be paid. The holding of interviews online may be considered after mutual consultation.</p>
Tenure review	The tenure review will be conducted based on the applicant's achievements in research, teaching and other duties. The specific criteria for the review process will be explained during the recruitment interview.

	The tenure track assistant professor or associate professor will go through an interim review in their third year after joining the university and a tenure review in their fifth year, and their position will become a permanent one upon the expiration of the term of the tenure track if tenure is granted. The tenured post to be provided will be assistant professor or associate professor.
Research environment	The tenure track assistant professor or associate professor who is employed will be provided with initial funds of up to 5 million yen for the first year, up to 3 million yen for the second year and up to 2 million yen for each of the third to fifth years. He or she will also be guaranteed research time with an effort percentage of 60% during the term of the tenure track.

Contact for inquiries

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