

**Application Guideline and Forms for  
Woman-Tenure-Track Faculty Staff Positions (WTT Staff)  
Okayama University-2011**

Okayama University (Japan) is seeking candidates for three to five woman-tenure-track faculty positions at an assistant professor level. We are particularly interested in ambitious candidates who advance their research in natural sciences. Candidates should have a doctoral degree in the areas of natural sciences. The positions are available from April 1, 2011 at Okayama University. Application materials should be prepared by using the forms provided in the webpage of the university, and submit to Okayama University by a registered mail. All application materials must reach the University no later than 5:00 pm on September 16<sup>th</sup> (Thursday), 2010, Japan standard time.

**Employment Conditions**

**1. Position**

Assistant professor, who works on a three-year contract.

**2. Affiliation**

The WTT staff will be working at one of the four Graduate Schools in natural sciences, including the Graduate Schools of Natural Science and Technology, Environmental Science, Medicine, Dentistry and Pharmaceutical Sciences, and Health Sciences.

**3. Number of WTT staff positions and their Education/ Research fields**

The total of WTT staffs employed is three to five, and the candidates can select one of the following research fields (1)-(6), which are offered from the Graduate Schools of Okayama University. In each field, maximum one will be employed for the WTT staff position.

**(1) Department of Biofunctional Chemistry, Division of Bioscience, Graduate School of Natural Science and Technology**

The successful candidate should hold a Ph.D. degree and have an excellent record in the field of agricultural chemistry and is expected to perform high-quality research in the field. Responsibility also includes teaching of the subjects related to organic chemistry, biological chemistry, and applied microbiology.

**(2) Department of Plant Functions and Regulation, Division of Bioscience, Graduate School of Natural Science and Technology**

The successful candidate should be experienced in the production of vegetables or ornamental plants, and will be responsible for developing and teaching in fundamental field practice related to horticultural crop production.

**(3) Department of Plant Functions and Regulation, Division of Bioscience, Graduate School of Natural Science and Technology**

The successful candidate should hold a Ph.D. degree and have an excellent record in the field of crop genetics and breeding, and is expected to perform high-quality research on molecular genetics of agronomically important traits and of genetic diversity. Responsibility also includes teaching and supervision at the undergraduate and the graduate schools of Okayama University.

**(4) Department of Animal Science, Division of Bioscience, Graduate School of Natural Science and Technology**

The successful candidate should have an excellent record in the field of animal science, and is expected to perform high-quality research on animal physiology, animal anatomy and animal histology. Responsibility also includes teaching and supervision at the undergraduate and the graduate schools of Okayama University.

**(5) Department of Environmental Ecology, Division of Biological and Human Environment, Graduate School of Environmental Science**

The successful candidate should hold a Ph.D. degree and have an excellent record in the field of forestry, and is expected to perform high-quality research in the field of forest ecology or physiological plant ecology of tree species considering global environmental problems. Responsibility also includes teaching of subjects related to the field.

**(6) Medical Technology, Health Sciences, Graduate School of Health Sciences**

The successful candidate should hold a Ph.D. degree and have an excellent record in the field of Life Sciences or Medical Technology, and is expected to perform high-quality research in the field of Medical Technology. We especially prefer candidates who can teach medical or laboratory technology.

**4. Total number of the positions offered**

Three to five woman-tenure-track positions are available to women.

**5. Qualification for the application**

Applicants must have a doctoral degree.

Application from candidates who will receive a doctoral degree before April 1<sup>st</sup>, 2011 is also acceptable.

**6. Starting date**

The starting date is April 1<sup>st</sup>, 2011.

Relocation expenses to Okayama University for the WTT staff are provided by the university according to the University regulations.

**7. Term of the employment**

The term of the employment as the WTT staff starts on April 1<sup>st</sup>, 2011 and ends on March 31<sup>st</sup>, 2014 (three years).

**8. Employment conditions**

**1) Salary**

The salary is three millions Japanese Yen / year or 250,000 Yen / month.

**2) Working hours**

Working form is full-time: six hours and a quarter per day and five days per week in principle under the Discretionary Labor System for Professional Work.

**3) Welfare facilities**

The WTT staffs can use the university welfare facilities such as housing, a nursery, a day-care center etc. in the same manner as the regular staffs of Okayama University. The WTT staffs are eligible for an employee's pension, health insurance, employment insurance, and worker's compensation as the regular University staff.

**4) Evaluation of scientific/teaching achievements**

The evaluation will be done on the basis of how the research outcome meets the goal that is proposed in the application documents. Further, teaching accomplishment and research funds received will be considered for the evaluation as a university faculty staff. The evaluation committee will be organized in March, 2013 for the mid-term.

evaluation and in December, 2013 for the final-term evaluation.

**5) Appointment to a tenure faculty position**

① A successful woman-tenure-track Assistant Professor, whose achievements at the final-term evaluation in December, 2013 is evaluated by the evaluation committee to be outstanding, at a level of the tenure, will be given a tenured faculty position from April 1<sup>st</sup>, 2014. The tenured faculty positions (an assistant professor, a lecturer or an associate professor) are the same as the regular faculty positions of Okayama University.

② No appointment for the tenured faculty position is given to a woman-tenure-track Assistant Professor, whose achievements at the final-term evaluation in December, 2013 is evaluated to be insufficient. However, the woman-tenure-track Assistant Professor whose research achievement is evaluated to be at the level between good to excellent, but to be slightly insufficient to get the tenure professorship, will be given another one-year appointment (less than one year) as a tenure-track professorship, and the other chance for re-evaluation before March, 2015. A tenured professorship for the candidates will be considered, if the evaluation committee agrees to give a tenure faculty position.

**9. Research environment**

**1) Research grants and research space**

① One million Japanese yen (about 10,000 US \$) will be provided to the WTT staff by the University, and is usable for the expenses of consumption articles and start-up laboratory facilities for the first and the second year. The WTT staffs will be encouraged to apply for other competitive grants offered by Okayama University and entities external to the University, and can also join any funded research groups for cooperative works. All of these grants must be used under the University regulations.

② Space for research activity

A WTT staff can consult her research space with her mentor Professor, the Dean of the Faculty, and the Dean of the Graduate School that she belongs to.

**2) Support system**

① The WTT staffs are strongly requested to conduct their research independently and manage their laboratory activities. However, they are assigned mentors from the faculty members of the Graduate Schools in the natural science areas in Okayama University in order to get suggestions, advices, and other support if necessary. The WTT staffs are also highly encouraged to participate in any seminars organized by the mentor professors.

② A supporting staff group, headed by the mentor and consisted of other staff members from the Personnel Bank of Okayama University, will be organized when the WTT staff requests the necessity of the assistance due to their pregnancy, child-rearing, or long-term care of their family member.

**3) Teaching opportunities**

The WTT staffs are expected to teach a class at the undergraduate and/or the master's degree levels in consultation with their mentors, the Dean of the Faculty, and the Dean of the Graduate school.

**10. Application procedures**

**1) Application materials for Woman-Tenure-Track Faculty Staff (WTT Staff), Okayama University**

Application materials, which are available on the following webpage of Okayama University, must be written in either English or Japanese: <http://www.okayama-u.ac.jp/user/jinji/bosyu/kyoiku/kyoiku.html>.

## Form 1

[1] An applicant submits the letter to the Chair of the Personnel Committee for WTT staffs. The letter must include one of the education/research fields shown in "3. Education/ Research fields." and the statement of the objective for the application and the image of the self as a future university professor.

## Form 2

### [1] A curriculum vitae

A curriculum vitae should include following items, (i)-(iv), and other items (v) that are indicated in the application form:

- (i) A photograph of the applicant (4 cm x3 cm): it should be taken within 3 months
- (ii) Educational background: college or university graduation and after
- (iii) Professional career if applicable
- (iv) Major research fields
- (v) Others.

### [2] A research proposal (A4, 3-4 pages written in English; including figures and tables)

A research proposal should include the following items, (i)-(vi):

- (i) A title for the proposed research subject
- (ii) An abstract of the proposed research subject
- (iii) A detailed description of the proposed research subject
- (iv) Novelty/ originality of your proposal in comparison with the currently proceeding works in the related fields
- (v) Expected scientific and technological advantages
- (vi) A brief description of the research schedule and feasibility of the proposal.

### [3] An explanatory note on scientific achievement (A4, 1-2 pages)

### [4] A list of publications and patents

The copies of your five major publications must be included in the application materials.

### [5] A statement on the teaching accomplishment and a statement of teaching philosophy

Your teaching experiences, including the experiences as a teaching assistant, and the plan and objective for teaching students in colleges and universities are stated.

### [6] A list of the grants and funds awarded

Prepare a list for the grants and funds awarded and a list for grants and funds you plan to apply during the WTT term. The list may include the ones that you are listed as a co-investigator.

### [7] One or two recommendation letter(s) from your advisor and /or a scientist in your research field

One or two recommendation letters are requested. A name, affiliation, and e-mail address of the referee(s) must be included on the final page of the application form. Please inform the referee (s) for the following notice;

- (a) The letter(s) should focus on the candidate's ability to develop, conduct, and manage a research project.
- (b) Recommendation letter(s) must be submitted directly by the referee(s) to the following e-mail address with a subject heading, "WTT application (name of the applicant)": [motomizu-s@adm.okayama-u.ac.jp](mailto:motomizu-s@adm.okayama-u.ac.jp).

## 2) Inquiries

Any inquiries about the application to the WTT Staff at Okayama University are welcomed and should be made to:

Office for Promotion of Gender Equality, Okayama University

TEL&FAX: 086-251-7011 (country code: 81)

E-mail address: [sankaku1@adm.okayama-u.ac.jp](mailto:sankaku1@adm.okayama-u.ac.jp)

### 3) Management policy for personal information of applicants

All of the personal information submitted by the applicants is managed confidentially under The Personal Information Protection Law. However, the inquiry necessary for the selection process may be made, if applicable, although the fact of one's application is kept confidential. Application materials will not be returned to the applicants.

## 11. Schedules for application and evaluation processes

### 1) Period for application

The application period is from July 15<sup>th</sup> (Thursday), 2010 to September 16<sup>th</sup> (Thursday), 2010

The deadline for the application is 5:00 pm, September 16<sup>th</sup> (Thursday), 2010, Japan standard time.

### 2) Address for the submission of application materials

Address: The Chair, The Personnel Committee for WTT Staffs, c/o Office for Promotion of Gender Equality, Okayama University, Tsushimanaka 1-1-1, Kitaku, Okayama 700-8530, JAPAN

All application materials should be sent by a registered mail to the address above. Indicate "WTT applications" in red on the envelope. Please be aware that the Office will send the applicants the acknowledgement by your e-mail address after receiving application materials.

### 3) A tentative schedule for the review and selection

#### ① The first review (review of the submitted documents)

The applicants will be notified of the review decision in the mid- October, 2010. The successful applicants will be informed of the date for the second review (interview/hearing) by e-mail in the end of October 2010, and be requested to submit (i) the certificate of the doctoral degree and (ii) a medical certificate.

#### ② The second review (interview/hearing)

A presentation of the proposed research project and the teaching objective and interview/hearing on the proposal for the successful applicants will be arranged in the mid- November, 2010 at the Main Campus of Okayama University: Tsushima Campus.

Either Japanese or English will be used for the presentation by applicants and questions and answers.

Applicants are requested to bear their travel expenses.

#### ③ Notification of appointment

The notification of the appointment for the WTT staffs will be made by the end of December, 2010.

### 4) Review Policy for the appointment

Applicants are strongly requested to keep the following policy in mind; the Personnel Committee for the WTT staffs will examine and evaluate research proposal and other materials submitted by the WTT applicants, the presentation, interview, and hearing according to the review/evaluation policy (see the separate sheet).

# **Review/Evaluation Policy for WTT Staff, Okayama University**

## **[I] First Review/Evaluation and Selection of Candidates for the WTT Staffs**

The review/evaluation and selection of the candidates for the WTT staffs will be carried out according to the following subjects, [1] – [5].

### **[1] Research proposal for the 3-year WTT research project**

#### **(1) Aim of research and contents of the proposal:**

A brief and clear research proposal must involve arguments on the aim of the research and contents of the proposal, both of which are persuasive and understandable to the scientists from other scientific fields.

#### **(2) Conceptual novelty**

A clear description from the point of conceptual creativity and novelty/originality on the WTT research project is strongly needed. And the applicants had better give comments on competitive works conducted by other researchers in the related fields and on the superiority of your proposal.

#### **(3) Expected outcomes in scientific and technological advantages**

Give your comments on expected outcomes in scientific and technological advantages and any promising impacts to the future society, which would be provided by the successful completion of the WTT research project.

#### **(4) Feasibility of the research proposal**

A strong comment on the feasibility of your proposal is needed. Give your expectation of what would be realized at the middle stage (March, 2012) and the final stage (December, 2012) of the research period.

### **[2] Scientific achievements**

#### **(1) Explanation of scientific achievements**

A brief and clear explanation of your scientific achievements must be persuasive and understandable to the scientists from other scientific fields.

#### **(2) Publication list**

Prepare and submit a list of publication, including journal publications (with or without referee/review) and patents, and give your comment on whether your scientific achievement and career are strong enough to make your proposed research successful.

Send the copies of your five major articles published in journals with the application materials.

### **[3] Teaching accomplishments**

Teaching experiences and plan/ambition for teaching in the university/college is evaluated.

### **[4] Grants and research funds**

(1) Is the WTT staff expected to get any grants and/or research funds outside of the university by herself?

(2) Is the WTT staff expected to get any Grant-in-Aid for Scientific Research (KAKEN) of JSPS or the Ministry of Education, Culture, Sports, and Science and Technology?

### **[5] Recommendation letters**

Is the ability/potential of the WTT staff clearly stated in respect of research?

## **[II] Second (Final) Evaluation and Selection of the WTT Staffs**

(1) The hearing of the result of the first evaluation and the material submitted

(2) The hearing of the interview, the presentation of the research proposal and the objectives of education, and the hearing

of the presentation

(3) Communication and presentation skills

Does she express and explain her idea and claim effectively?

Does she have the appropriate level of communication and presentation skills for college teaching?

Does she explain her research topic effectively to researchers in other fields?

On the basis of the evaluation of the interview and presentation, as well as the evaluation of the subjects concerning to research and education, the final selection will be done.