



The Personnel Committee for WTT Staffs  
Okayama University  
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The President

### Call for Applications

We greatly appreciate the relationship between two universities over a scholarly and/or student exchange program. Enclosed are *the Application Guideline and Forms for Women-Tenure-Track Faculty Staff Positions (WTT Staff)* at Okayama University. The University is currently soliciting applications for multiple tenure-track positions at the rank of Assistant Professor that start in April, 2012. The special tenure track that is exclusively for women, "Women Tenure Track", was established in 2009 in the institutional efforts to increase the number of women professors in our university. In April, 2010 and 2011, Okayama University appointed four and three assistant professors, respectively, Who are now energetically working for their own research and teaching students.

The WTT staffs will start to work in the following departments in April, 2012.

- (1) Department of Plant Functions and Regulation, Division of Bioscience, Graduate School of Natural Science and Technology
- (2) Department of Animal Science, Division of Biosciences, Graduate School of Natural Science and Technology
- (3) Department of Rural Environmental Management, Division of Social Engineering and Environmental Management, Graduate School of Environmental Science
- (4) Department of Drug Discovery and Development or Department of Advanced Pharmacotherapeutics, Graduate School of Medicine, Dentistry and Pharmaceutical Sciences

Detailed information is found in *the Guideline and Forms*, which is also available on the web page of Okayama University:

<http://www.okayama-u.ac.jp/user/jinji/bosyu/kyoiku/kyoiku.html>.

We are sending this letter to colleges and universities that we have a scholarly and/or student exchange program with. We would appreciate it if you make this information available to interested individuals.

Sincerely,

A handwritten signature in cursive script, reading "Nam-ho Huh".

Nam-ho Huh  
The Chair,  
The Personnel Committee for WTT Staffs  
Vice-President,  
Okayama University  
Tshuimanaka 1-1-1, Kitaku  
Okayama 700-8530, JAPAN

**Application Guideline and Forms for  
Woman-Tenure-Track Faculty Staff Positions (WTT Staff)  
Okayama University-2012**

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 and education in natural sciences. Candidates should have a doctoral degree in the areas of natural sciences. The positions are available from April 1, 2012 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 22<sup>nd</sup> (Thursday), 2011, 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 four, and the candidates can select one of the following research fields (1)-(4), 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 Plant Functions and Regulation, Division of Bioscience, Graduate School of Natural Science and Technology**

The successful candidate should hold a Ph.D. degree, preferably received within the last five years, and have a strong background in 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.

**(2) Department of Animal Science, Division of Biosciences, Graduate School of Natural Science and Technology**

The successful and highly motivated candidate should hold a Ph.D. degree and have an excellent record in the field of animal or veterinary science, and is expected to perform high-quality research on reproductive physiology in mammals. Responsibility also includes teaching and supervision at the undergraduate and the graduate schools of Okayama University.

**(3) Department of Rural Environmental Management, Division of Social Engineering and Environmental Management, Graduate School of Environmental Science**

The successful candidate should hold a Ph.D. degree and have an excellent record in the field of rural geography, regional economics, rural sociology or related social sciences with field survey. It is expected to perform high-quality research in the field of regional environmental issues and/or agriculture and rural studies from social science

standpoint. Responsibility also includes teaching and supervision in Japanese at the undergraduate and the graduate schools of Okayama University.

**(4) Department of Drug Discovery and Development or Department of Advanced Pharmacotherapeutics,  
Graduate School of Medicine, Dentistry and Pharmaceutical Sciences**

The successful candidate should hold a Ph.D. degree and have an excellent record in the field of Life Sciences or Medicinal Sciences, and is expected to perform high-quality research in the field of Life Sciences.

Responsibility also includes teaching and supervision at the undergraduate and the graduate schools of Okayama University. We especially prefer candidates who can teach pharmaceutical sciences and related scientific fields.

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

Three to four woman.

**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>, 2012 is also acceptable.

**6. Starting date**

The starting date is April 1<sup>st</sup>, 2012.

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>, 2012 and ends on March 31<sup>st</sup>, 2015(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, 2014 for the mid-term evaluation and in December, 2014 for the final-term evaluation. (See section 12.ohtrs.)

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

①A successful woman-tenure-track staff, whose achievements at the final-term evaluation in December, 2014 is evaluated by the Evaluation Committee to be outstanding, at a level of the tenure(Appendix 2), will be given a tenured faculty position from April 1<sup>st</sup>, 2015. The tenured faculty positions (an assistant professor, a lecturer or an associate professor) are the same as the regular faculty positions of Okayama University.

②An excellently successful woman-tenure-track staff, whose achievements at the midterm evaluation in March, 2014 is evaluated by the Evaluation Committee to be excellently outstanding, at a level of the tenure (Appendix 2), will be given a tenured faculty position from April 1<sup>st</sup>, 2014.

③No appointment for the tenured faculty position is given to a woman-tenure-track staff, whose achievements at the final-term evaluation in December, 2014 is evaluated to be insufficient. However, the woman-tenure-track staff whose research achievement is evaluated to be at the level between good to successful, 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 staff, and the other chance for re-evaluation before March, 2016. 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**

①One million Japanese yen (about 12,500 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.

#### **②Space 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**

①The 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.

②A 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 /educating 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 for improving their career in university education.

## **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.

Webpage: <http://www.okayama-u.ac.jp/user/jinji/bosyu/kyoiku/kyoiku.html>.

Application materials are Form 1 and Form 2 as follows.

### **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/educational accomplishment and a statement of teaching/educational philosophy**

Your teaching/educational experiences, including the experiences as a teaching assistant, and the plan and objective for teaching/educating 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 27<sup>th</sup> (Wednesday), 2011 to September 22<sup>th</sup> (Thursday), 2011  
The deadline for the application is 5:00 pm, September 22<sup>th</sup> (Thursday), 2011, 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, 2011. The successful applicants will be informed of the date for the second review (interview/hearing) by e-mail in the end of October 2011, 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, 2011 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, 2011.

## 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 1).

## **12. Others**

### 1) Evaluation of Scientific/Teaching Achievements of the WTT Staffs for Awarding Tenure as Faculty Member

The Final Evaluation Committee will be held in December of the final fiscal year, and will evaluate the WTT staffs on the basis of how their research outcomes meet the goals (see the Separate Sheet 2: Policy and Standard of Final Evaluation).

### 2) Mid-Term Evaluation Committee

At the end of the second fiscal year (March), the Mid-Term Evaluation Committee will be held, and the WTT Staffs will be evaluated according to the Policy and Standard of Final Evaluation (see the Separate Sheet 2).

## **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, 2014) and the final stage (December, 2014) 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/educational accomplishments**

Teaching/educational experiences and plan/ambition for teaching and educating students 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 teaching/educating at universities?

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.

## **Policy and Standard of Final Evaluation of WTT Staff for Awarding Tenure as Faculty Member, Okayama University**

### **Evaluation of Scientific/Teaching Achievements of the WTT Staffs for Awarding Tenure as Faculty Member**

The Final Evaluation Committee will be held in December of the final fiscal year, and will evaluate the WTT staffs on the basis of **how their research outcomes meet the goals** that are proposed in the application documents in Form 2 (see Application materials). Further, their **teaching accomplishment and the research funds/grants** received by the WTT staffs will be considered for the evaluation as a University Faculty Member.

The other Evaluation Committee will be organized in March, 2014 for the midterm evaluation.

The final evaluation of the WTT staffs for Faculty Members (Tenure Staff) will be performed by reviewing the Reference Materials, No.1 and No.2, and the Reference Supplements, No.1 and No.2, as well as the presentation of their research and teaching experience. The Committee will prepare the Recommendation Proposal for Awarding the Tenure as the Faculty Member of Okayama University to each WTT staff according to the decision based on the comprehensive evaluation by the Committee, and submit it to the Chair of the Personnel Committee for WTT staffs.

### **Reference Materials No.1 Materials of Research/Teaching Achievement Submitted by WTT Staffs**

- [ I ] Summarized report on the research carried out during the term of WTT staff
- [ II ] Research achievement during the term of WTT staff (Ref. Supplements No.1)
- [ III ] Teaching achievement during the term of WTT staff
- [ IV ] Summary of the research grants/funds: successful and unsuccessful ones (Ref. Supplements No.2)
- [ V ] Summary of other special items concerning research and teaching experiences
- [ VI ] Self-evaluation prepared by the WTT staff

### **Reference Materials No.2 Materials of Research/Teaching Achievement Submitted by Mentors**

- [ I ] Report on mentoring the WTT staff and evaluation report on the achievement of research, teaching and research grants/funds
- [ II ] Summary and evaluation of other special items concerning research and teaching experiences
- [ III ] Others concerning university professorship and researcher mind, educational ability and teaching mind etc.

### **Reference Supplements No.1 Research Papers and Research Symposiums/Conferences**

- \* An original paper with the WTT staff's name as the first author is expected to be published in any highly ranked journal before the final evaluation.
- \* One or more original papers with the WTT staff's name are expected to be published in journals every year.
- \* Much experience of research presentations at scientific symposiums/conferences is strongly recommended.
- \* The experience of research presentations at international scientific symposiums/conferences is strongly recommended for improving their global researcher's mind/experience.
- \* Application for any funds/grants for travel expenses is recommended.

### **Reference Supplements No.2 Research Expenses for the WTT staffs**

- \* Application for research funds/grants is recommended for advancing their research: successful experiences had better be more than once.



Date of Application \_\_\_\_\_  
(Year/Month/Day)

The Chair,  
The Personnel Committee for  
Okayama University WTT Staffs

**Okayama University WTT Staffs Application**

I would like to apply for the Third Okayama University WTT Staffs 2012, and would like to submit my application for the following field:

Further, I enclose the documents necessary for the application for WTT staffs.

With best regards,

(Name of an applicant and her signature)

Please summarize below "the objectives for the application and the image of the self future university professor".

Please use only this page.



**Application Form for Woman-Tenure-Track Faculty Staff (WTT Staff)  
Okayama University**

**[1] Curriculum Vitae**

Name		Nationality		Photograph
Date of Birth		Sex	Female	
Present Home Address				
	Phone:	E-mail:		
Present Affiliation	Address			
	Institute or Company		Title	
	Phone:	E-mail:		
Educational Background	Date	(Y/M) (University, Faculty, Department) (Degree, Major)		
	Doctoral Degree	Date	Name of Dr Degree	Name of University
Professional Career (Title and Responsibilities)	Date			
Awards	Date			
Current Major Research Fields				

## [2] Research Proposal for WTT Staff

Column size of each item may be adjustable. The length of the research proposal should be 3-4 pages.

**Title of the Research Proposal:**

**Abstract of the Research Proposal (around 200 words):**

**Detailed Description of the Research Proposal:**

- (1) Describe the aim, background, details of the proposal, and expected outcomes. Use colored figures and tables so as to have your proposal easily understood by scientists in other scientific fields.
- (2) It is recommended to give brief explanations on technical terms at the end of this column.

(continued)

**Novelty/ originality:**

- (1) Describe clearly the conceptual novelty and originality of the research proposal.
- (2) With a brief introduction of existing studies, state the uniqueness and the superiority of the proposal compared with other studies conducted by other researchers.
- (3) Situate the study in the existing literature.



**Expected scientific and technological impacts:**

- (1) Give comments on expected scientific and technological impacts in future society. Explain what scientific and technological impacts are expected by the successful completion of the WTT research project.
- (2) Explain the future possibilities of the WTT research project.

**Research schedule and feasibility:**

- (1) Describe the research schedule of the WTT project. Comments on the feasibility of the plan.
- (2) State the goals of the project and the expected outcomes at the end of the WTT term.
- (3) Explain the schedule for each year. Provide the estimated amount of the expense for the equipments and other articles you need to purchase.

### [3] Scientific achievements (1-2 pages in total)

#### Description of the scientific achievements:

- (1) Describe the aim, background, and details of your scientific achievement. Use colored figures and tables so as to have your scientific achievement easily understood by scientists in other scientific fields.
- (2) It is recommended to give brief explanations on technical terms at the end of this column.

#### **[4] Publication list**

- (1) List publications in the reverse chronological order by publication types: (1) journal articles (with or without peer review, (2) reports, (3) books, and (4) others. Include a name of all author(s) (Underline the name of the applicant. When the journal article has more than five authors, state the number of authors and the order of the applicant.), the title, the journal title, volume number, page numbers, and year of publication. For books, include the authors, title, the part the applicant is responsible, page numbers, year of publication, and publisher. The order of items may be altered. Number all publications.
- (2) Add patents if relevant to the proposed project.
- (3) Circle the number of five or fewer major journal articles and attach two copies for each.

## [5] Teaching/educational accomplishment and Teaching/educational Philosophy

(1-2 pages in total)

### **Description of the teaching/educational accomplishment:**

- (1) Describe any teaching-related experiences. Indicate a level, name of the subject, number of credit, teaching methods (e.g., lecture, seminar, experiment), the content and other specifics. Experiences as a teaching assistant may be included.
- (2) List any teaching-related publications, including journal articles, reports, and books. (Follow the direction of [4] Publication List).
- (3) Teaching/educational awards or prizes are encouraged to be included.

### **A statement of teaching/educational philosophy:**

Address your objective for teaching and educating in a university setting.

## [6] Grants and Funds

### **A list of your grants/funds awarded:**

(1) Includes a name of the grant/fund, a title, year, and the amount of the direct cost. Include the name of the chief investigator of the grant and fund that you are listed as a co-investigator. Include any competitively awarded institutional funds.

(2) Add also a research career awarded by funding agencies such as the Japan Society for Promotion of Science (e.g., DC1, DC2, or PD) if applicable.

### **A list of grant and fund that you plan to apply for:**

You may list any grants and fund that you plan to apply for during the WTT term. List a name of the grant/fund, a title, and amounts.

**[7] Recommendation letter(s) from your advisor and/or a scientist in your Research field**

(1) One or two recommendation letters are requested.

(2) Enter a name, affiliation, and e-mail address of the referee(s) in the space below. Provide the referee with the following notice;

(a) The letter should include the name of the applicant and the referee. The letter should focus on the candidate's ability to develop a creative research plan and to conduct research productively.

(b) Recommendation letter(s) must be submitted directly by the referee(s) to the following e-mail address: motomizu-s@adm.okayama-u.ac.jp with the subject heading, "WTT Staff application (name of applicant)".

The referee(s)

(1) Name

(2) Affiliation

(3) E-mail address

