

July 19,2024

ATTN: Directors of Related Institutions

Director Institute for Excellence in Higher Education  
Takizawa Hirotsugu

### Job Announcement

To whom it may concern:

I hope you are all having a pleasant and productive year.

Tohoku University started three degree-conferring Future Global Leadership Undergraduate Courses (FGL) in 2011 and ever since has promoted them along with other graduate programs in which classes are taught in English. In 2014, FGL was selected for MEXT's Top Global University Project, under which we have focused on inaugurating and implementing ① comprehensive internationalization of the entire university, ② infrastructure development/international standardization of courses taught in English, particularly FGL, and ③ Joint Graduate Programs.

In connection with ② above, our Institute for Excellence in Higher Education (IEHE) is now seeking an instructor for General Education classes (primarily in mathematics) with substantial experience in international student support, research, and education to enhance our FGL courses and participate in research and development. I apologize for asking at this busy time of year, but I request that you kindly pass this information on to the relevant people at your institutions. Tohoku University is committed to the promotion of gender equality.

GLC Open Recruitment No.: GLC2024-1

1. Department: The employee will belong to the Division of Developmental Research in Educational Programs/Section of International Education and perform work for the Global Learning Center.
2. Position(s): 1 Specially Appointed Associate Professor or Specially Appointed Senior Assistant Professor
3. Field: Mathematics
4. Duties:
  - 1) Manage and support the undergraduate FGL program, conduct evidence-based research for aligning classes with international standards, and perform R&D for establishing new courses
  - 2) Data aggregation and analysis for international student recruitment strategy formulation and development of effective promotional activities
  - 3) Provide guidance for FGL classes (mainly in mathematics) and international students
  - 4) Participate in Global Learning Center and other operations
5. Qualifications:
  - 1) Degree: Ph.D. or equivalent research achievements

- 2) Educational experience: suitable teaching experience or skills for conducting university-level mathematics education
- 3) Other:
  - ① Must be able to conduct classes using English
  - ② Must have a strong desire to contribute to internationalization in university education
  - ③ Japanese ability beyond everyday conversational skills preferred
  - ④ Nationality is not a consideration
6. Term of position: 5 years
7. Starting date: December 1, 2024 or as soon as possible thereafter
8. Salary: Annual (Tohoku University's pay scale applies.)
9. Application materials: Please submit the following documents in Japanese or English.
  - 1) Curriculum Vitae (education history, employment history, photo) (use Tohoku University's forms)  
\*Forms can be downloaded from the link below.  
[https://c.bureau.tohoku.ac.jp/jinji-top/external/resume\\_cv/](https://c.bureau.tohoku.ac.jp/jinji-top/external/resume_cv/)
  - 2) List of educational and academic achievements (overview of research achievements, categorized by articles, academic conference presentations, and other; for each indicate whether peer-reviewed)
  - 3) Reprints of three major works (copies accepted) with summaries of each (approx. 300 words per summary)
  - 4) Summary of achievements in education/research thus far (approx. 2000 words)
  - 5) Statement of objectives for education/research (approx. 2000 words)
  - 6) One letter of recommendation
  - 7) Name, affiliation, and contact information for one reference, other than the writer of the letter of recommendation in 6).
10. Application deadline: September 20 (Fri.), 2024 JST (late applications not accepted)
11. Screening: After a review of the application materials, there will be applicant interviews (includes a demonstration class). (Travel expenses must be paid by the applicants.)  
Online interviews may be conducted for overseas applicants who cannot travel to Japan.
12. Inquiries:
  - 1) About Open Recruitment  
Tohoku University Institute for Excellence in Higher Education  
SUEMATSU Kazuko, Deputy Director, Global Learning Center  
Email: kazuko.suematsu.a3\*tohoku.ac.jp  
(Replace \* with @.)
  - 2) Application Submissions  
980-8576 Miyagi-ken, Sendai-shi, Aoba-ku, Kawauchi 41  
SASAKI Shiho, Manager, Tohoku University, Education and Student Support Department,  
Student Exchange Division, General Affairs Section  
Phone: 022-795-7776  
Email: glc-saiyo\*grp.tohoku.ac.jp  
(Replace \* with @.)
13. Submission instructions: Submissions are mainly accepted by email but can be accepted by postal

mail as well if necessary.

Email submissions: Send the necessary materials as digital files to the email address above (glc-saiyo\*grp.tohoku.ac.jp). The files should be in password-protected PDF format. Inform us of the password in a separate email message. Please enter "GLC Open Recruitment No.: GLC2024-1" in the Subject line of the message.

We will send you a confirmation message. Please read it carefully (this email will not be an automatic reply; someone from Tohoku University will send it). We will contact you at the email address from which you send your application materials. Please be sure to check that account frequently and read all notifications and instructions, including the confirmation message, from Tohoku University.

If you do not receive the confirmation message within 2 days (excluding weekends and Japanese national holidays), please inquire by phone to confirm whether we received your application materials.

Postal submissions: Write "Application Enclosed (GLC Open Recruitment No.: GLC2024-1)" on the front of the envelope, and send it by registered mail to Ms. Sasaki Shiho c/o Student Exchange Division at the address above. Warning: application materials will not be returned.

14. See the below website for information on the Future Global Leadership Undergraduate Courses.

[Undergraduate \(English\): Future Global Leadership Program | Tohoku University](#)

15. Other

- 1) Tohoku University endorses activities that improve Diversity, Equity, and Inclusion (DEI), and actively welcomes applicants from diverse backgrounds.

Tohoku University's Declaration of Diversity, Equity, and Inclusion: <https://dei.tohoku.ac.jp/en/vision/>

- 2) As per Article 8 of the Act on Equal Opportunity and Treatment between Men and Women in Employment, we are endeavoring to improve the ratio of women instructors at Tohoku University by prioritizing the hiring of women who are equally qualified in terms of skills necessary to perform work duties based on fair evaluations.

- 3) We also enacted the "Tohoku University -Live as Who You Are- Guidelines for Gender and Sexual Diversity," which outline our policies and specific measures for realizing a study, research and work environment for students and instructors in which diverse gender expressions are respected.

[https://dei.tohoku.ac.jp/en/vision/consulting/for\\_minority/](https://dei.tohoku.ac.jp/en/vision/consulting/for_minority/)

- 4) Tohoku University operates the Kawauchi Keyaki Preschool (22 children), Aobayama Midori Preschool (116 children), and Seiryō Hoshinoko Preschool (120 children), giving the university the most preschool capacity of any National University in Japan. The University Hospital also has children's infirmaries for treating mild injuries/illnesses and for recovery from illnesses. These are open to all staff members' children.

- 5) For details on our policies on work/life balance, including facilitation of paternal leave, research support, and equality initiatives, please see the URL below.

Tohoku University Center for Gender Equality Promotion website

[https://dei.tohoku.ac.jp/en/vision/consulting/for\\_family/](https://dei.tohoku.ac.jp/en/vision/consulting/for_family/)

Tohoku University Administration Bureau website (Japanese only)

<https://c.bureau.tohoku.ac.jp/jinji-top/external/a-4-kosodate/>