

July 20, 2022
President SASAKI Yasuko
Ochanomizu University
2-1-1 Otsuka, Bunkyo-ku,
Tokyo 112-8610, JAPAN

Job Opening for Academic Positions (Informatics: (Data Science, Digital Humanities))

To whom it may concern:

Ochanomizu University, a National University Corporation in Japan, is planning to establish a Faculty of Transdisciplinary Engineering and Department of Humanistic Information Engineering as its department (both tentative names) scheduled to commence from April 2024. In preparation for this establishment, we invite applications for academic position (tenure track Assistant Professor) in the field of Informatics (Data Science, Digital Humanities.) with the requirements below. An applicant of this position is expected to serve concurrently at Division of Liberal Arts and Humanities, Faculty of Letters and Education.

Please share this job opening notice to people affiliated with and related to your university or organization and recommend appropriate candidates for the positions. Details of the Faculty plan are subject to change because we are in the process of applying to the government for its establishment.

Contents of the job and how to apply:

1. Title and status of position

Assistant Professor (Full-time with annual salary). Assistant Professors will hold tenure track positions for five years, with tenure review conducted in the middle of the term.

2. Affiliation:

Faculty of Core Research, Humanities Division, Ochanomizu University.

3. Workplace:

Ochanomizu University

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN

Nearest stations: Myogadani Station of the Marunouchi subway line, or Gokokuji

Station of the Yurakucho subway line. Each station is approximately a seven-minute walk to the university.

4. Research fields:

Informatics (Data Science, Digital Humanities), and Philosophy

5. Examples of main courses to be taught:

Undergraduate:

Department of Humanistic Information Engineering at Faculty of Transdisciplinary Technology (to be established in April 2024)

Introduction to Humanistic Information Engineering, Data Science (Basic, Intermediate, Advanced), Machine Learning, Data Mining, Seminar of Data Mining, Text Analytics, etc. (This will be related to the successful applicant's specialization).

Department of Liberal Arts and Humanities at Faculty of Letters and Education

Introduction to Philosophy I, II

Liberal Arts Education, Philosophy in Liberal Arts

Graduate courses:

Advanced Course of Philosophy of Science, Advanced Course of Metaphysics
(This will be related to the successful applicant's specialization).

6. Duties in addition to teaching:

- (1) Education, research and social contribution in the field of Informatics.
- (2) Administrative duties with the university.
- (3) Administrative duties with AI Data Science Center
- (4) Preparation for establishment of Faculty of Transdisciplinary Engineering, and education and research after its establishment.

7. Qualifications:

- (1) A Ph.D. degree.
- (2) Ability to teach at the graduate level.
- (3) Substantial experience with teaching and research in related fields.
- (4) Ability to contribute to data science education.
- (5) Ability to teach in Japanese and English as most classes will be taught in Japanese.
- (6) Ability to perform administrative tasks in Japanese.

8. Terms of employment:

The period of employment for successful applicants shall begin on April 1, 2023, with

a 6-month probationary period from that date (job description and working conditions are the same).

In the case of Assistant Professor, the term of appointment is generally five years with a tenure review being conducted during this time.

9. Working hours:

In principle, working hours are 7 hours and 45 minutes per day from Monday to Friday based on specialized-type discretionary labor system. However, other than designated times for classes and specific duties, hours can be flexible.

10. Holidays and vacations:

Based on Ochanomizu University Working Hours and Holidays Regulations, holidays include Saturdays, Sundays, national holidays, and New Year's (from December 29 to January 3). The successful applicant may have to work on some of the above holidays for business reasons.

Annual paid vacations, sick leave, and special leave are provided.

11. Salary:

Annual Salary Scheme. The annual salary is decided according to Ochanomizu University's regulations and individual experience and achievements. The salary will be paid monthly.

Tax and self-contribution for health insurance and pension will be deducted from the salary.

12. Allowances:

Commuting allowance, extraordinary services allowance, allowance for entrance examination-related work, and overtime allowance are provided according to Article 6 of Employment Regulations for Teachers on Annual Salary Scheme Based on Article 4.4 of Ochanomizu University Employment Regulations.

(Commuting allowance will not be paid if commuting distance is less than 2 km. If employment starts in the middle of a month, commuting allowance will start from the following month.)

13. Retirement allowance:

Upon retirement, the successful candidate will receive a retirement allowance, the amount of which will depend upon the number of years employed by the university.

14. Insurance:

Accident compensation insurance, employment insurance, and health insurance

provided the Ministry of Education, Culture, Sports, Science and Technology. Self-contribution for employment insurance and health insurance will be deducted from the salary.

15. Employer:

President of Ochanomizu University, National University Corporation, Japan

16. Measures for the prevention of passive smoking:

Smoke-free campus.

17. Documents to be submitted by applicants:

- (1) Signed Curriculum Vitae (including a full-face photograph, the day, month and year of birth, postal and email addresses, educational and employment records, awards received, memberships in academic societies, and so on.)
- (2) List of research achievements, which should be grouped into three types: publications, presentations, and “other”. Publications should be divided according to their type (e.g. books, articles, proceedings). Please note each paper as refereed or non-refereed. Presentations should be divided into invited talks, conference papers, or poster presentations. Please mark each presentation as invited or regular presentation. Achievements that do not fit under these categories should be detailed under “other”. On the last page of research achievements, state “I affirm the above to be true and correct in every respect” and add signature.
- (3) Copies of major publications (up to five articles or books; offprints and photocopies are accepted). These major works should be marked in the list of research achievements above.
- (4) Individual reasons for applying to be a faculty member at a women’s university, and goals for fostering women leaders in a globalizing world. (Approximately 500 words in English or 1,000 letters in Japanese.)
- (5) Thoughts on “Liberal Arts” education and on teaching specialist subjects at Ochanomizu University and a description of your previous teaching achievements. (Approximately 1,000 words in English or 2,000 letters in Japanese.)
- (6) Description of previous research and educational achievements in the field of Digital Humanities and Philosophy and plans after being employed. (Approximately 1,000 words in English or 2,000 letters in Japanese.)
- (7) List of grants and scholarships previously acquired.
- (8) Photocopy of Ph.D. diploma and/or of certificates which are relevant for this

position.

(9) The name, position, institution and contact details of two referees or two letters of recommendation from the two referees above (in Japanese or in English).

(10) A stamped self-addressed postcard for notification of receipt of documents. In case the applicant is abroad, the notification of the receipt of documents will be sent by e-mail.

N.B. Use A4 sized sheets for the above documents except for (3), (8), (9) and (10).

18. Selection procedure:

1st round of selection: Based on the submitted documents.

2nd round of selection: Based on an interview (tentatively scheduled in Mid-November to December, 2022).

The date and time of the interview will be conveyed to the applicants who pass the 1st selection. The selected applicants will be interviewed at Ochanomizu University in Tokyo or online. Travel expenses for the interview will not be covered by Ochanomizu University.

The applicants will be notified of the final decision by postal mail.

19. Deadline to submit the application:

Tuesday, October 25, 2022, at 16:00 JST.

20. Method of Submission

Applicants in Japan should send the documents by registered mail or special delivery to Ochanomizu University. On the envelope, write 「情報学分野(人文情報学)教員応募」 or “Application to Informatics (Digital Humanities) Position” in red.

Applicants residing abroad can apply via e-mail. Put all the documents (except for the letters of recommendation) into one PDF file and attach it to your e-mail. The subject of your e-mail should be: 「情報学分野(人文情報学)教員応募」 or “Application to Informatics (Digital Humanities) Position.” The file-size should not be bigger than 25MB. The PDF file should be password protected and the applicants should provide the password in a separate e-mail message. For letters of recommendation, the referees should send the signed letter as a PDF file directly to Ochanomizu University electronically by the application’s deadline. The subject name should be “Reference: APPLICANT’S FULL NAME”. The file should be password protected and the password should be provided in a separate e-mail message.

21. Address for the submission:

Emails from abroad will be sent to: Faculty Support, Academic Affairs Division,
Ochanomizu University

E-mail : faculty-jinbun@cc.ocha.ac.jp Please notify us if you do not receive a reply
from us within three working days after submission.)

Postal mail from within Japan will be sent to

Postal Address: President SASAKI Yasuko

Ochanomizu University

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN

22. Contact person for inquiries:

ITO Satomi, Ph.D.

Humanities Division, Faculty of Core Research, Ochanomizu University

Tel/Fax : +81-3-5978-5218 E-mail : ito.satomi@ocha.ac.jp

Inquiries should be made in principle by e-mail.

For information on the establishment of Faculty of Transdisciplinary Engineering
(tentative name), please consult the website below.

<https://www.ocha.ac.jp/news/20220228.html>

[Important Notes for Applicants]

Applicants should enclose a stamped and self-addressed envelope if they wish to
have returned the copies of major publications sent by post.

The application documents are used solely for this purpose and will not be provided
to a third party without justification. The university takes responsibility for
discarding the documents after the selection process is completed.

Ochanomizu University is certified as a general employer that
meets the criteria based on Article 13 of the Act to Advance
Measures to Support Next-Generation Child-Rearing by the
Minister of Health, Labor and Welfare and has received the
certification logo known as *Kurumin*.

