

Eikei University Full-time Faculty Application Guidelines

1 Affiliation and Job Title: Department of Social System Design, Faculty of Social System Design Professor, Associate Professor, Lecturer or Assistant Professor: 1

2 Areas of expertise to be solicited Career education, Career development

3 Subjects and duties to be assigned

○Courses to be taught

<Major Subjects>

Career development subjects (Career planning, Career design, Entrepreneurship, etc.)

The subject was designed in 2025, piloted outside the regular courses in 2026, and will be offered in the regular courses from 2027.

<Common subjects for all teachers>

Project Based Learning Exercise Courses (Introduction to Project Based Learning, Project Based Learning Exercise I A and I B, Project Based Learning Exercise II, Degree Project) Experience and practice program subjects (Domestic volunteer Program, Domestic internship Program A/B, Volunteer Abroad Program, Internship Abroad Program, Short-term Study Abroad program)

○Internal operations (operations related to academic affairs, entrance examinations, student recruitment, employment support, etc.)

In particular, managing the Career Design Office and advising on sponsored events.

○Regional/industry-academia collaboration work (various extramural collaboration courses, open lectures, etc.)

4 Application Requirements

A person who meets all of the following requirements

- (1) Professor: A person with a doctoral degree or equivalent research achievement.
Associate Professor: A person with a master's degree or equivalent research achievement.
Lecturers: A person with a master's degree or equivalent research achievement.
Assistant Professor : A person with a master's degree or equivalent research achievement.
- (2) Those who can promote education and research activities based on the educational philosophy of the university.
- (3) Applicants must be able to give classes in Japanese and English.
- (4) Those who can manage interactive classes based on active learning pedagogy (Project Based Learning Exercises, group work, etc.).
- (5) Those who can conduct education in cooperation with various domestic and international entities such as companies, international organizations, universities, NPOs, and local governments.
- (6) Those who can conduct classes in collaboration with faculty members in other fields and external practitioners.
- (7) Those who can actively engage in self-development, class improvement, open class, and overall curriculum improvement based on the university's basic FD (faculty development) policy.
- (8) National Qualified Career Counsellor, GCDF/CDA or other career counsellor, preferably with a skill level qualification such as the Career Consulting Skills Test Level 1.
- (9) Experience working in the career field in the private sector or other companies is desirable.

(10) Those who do not fall under any of the disqualification clauses stipulated in each item of Article 9 of the School Education Law.

5 Application deadline: May 30, 2025 (Fri.) , 17:00 (must arrive by this date)

6 Scheduled date of employment: September 1, 2025 (Mon.) or as soon thereafter as possible (The date of arrival will be agreed with the successful candidate. However, must be in place by January 1, 2026.) .

7 Type and duration of employment

○ In principle, the tenure-track system will be used. In addition, depending on the outcome of the review, those recognised as professors may be subject to a mandatory retirement age from the date of their appointment.

<Tenure track system>

The term of office is within five years, and if you pass the tenure review, you will move to a mandatory retirement system.

In principle, you can take your first review after the two-year anniversary of your date of hire.

If you do not pass the first review, you may take the screening again in the year following the year in which you took the first review.

○ The retirement age is sixty-five (65) years of age. A teacher must retire on the first March 31 following the date on which he/she reaches the retirement age.

8 Documents to be submitted

(1) Application form (Form No. 1): 1 copy

(2) Curriculum vitae (Form No. 2): 1 copy

(3) Education and Research Achievement Report (Form No. 3): 1 copy

(4) Books or major papers (reprints or copies are acceptable)

Please circle the number on the Education and Research Achievement Form in (3).

(5) Aspirations for education and research at the university (A4, 1 page maximum, any format) 1 copy

(6) A proposal for the Project Based Learning Exercise (A4, about 1 page, any format)

(7) Status of Acquisition of Research Funds (External Funds) (Form No. 4) 1 copy

(If there is no acquisition record, it is not necessary.)

(8) Either of the following documents (1) or (2), and (1) should be written on the application form)

(i) Names and contact information for two people who can provide information on the applicant.

(ii) Letter of recommendation (optional format; specify the recommender's affiliation and position) 2 copies

For both (1) and (2), applicants from fields other than the applicant's specialty are acceptable.

(Image of a proposal for a Project Based Learning Exercise)

Target: 2nd or 3rd year students

Duration: 1 quarter (2 or 3 months), 7 weeks, 14 classes

Collaborating companies, etc.: Choose any industry, such as parts manufacturers, food manufacturers, service companies, NPOs, etc.

Contents: Planning Project Based Learning Exercise in cooperation with companies, etc.

- ◎ Upon preparation of (2) and (3) above, please refer to the attached "Notes on Preparation of Application Documents".
- ◎ Additional materials may be requested when necessary.
Please download the designated form from the university website.
https://www.eikei.ac.jp/news/details_01662.html

9 Screening Method

- (1) Documents will be reviewed and interviews will be conducted in accordance with the University's faculty selection criteria.
- (2) The date of the interview will be announced separately to those who are eligible for the interview.
- (3) In addition to the interview, the applicant will be asked to give a mock lecture in English (the applicant will be asked to submit the syllabus in English) on the subject to be assigned. (3) In addition to the interview, the applicant will be asked to give a mock lecture in English on the subject to be assigned (an English syllabus will be required), and to give a presentation on his/her aspirations for education and research at the university.
For the career development subjects, you will be asked to design the subjects after you are hired. Please prepare your mock presentation with the assumption that you have already designed the subjects. Interviewees will be contacted separately with further details.
If necessary, a second interview will be conducted.
- (4) The interview may be conducted online.
- (5) Expenses for the interview (including the second interview) will not be paid.

10 Where to submit application documents

1-5, Nobori-cho, Naka-ku, Hiroshima City, Hiroshima 730-0016, Japan

To: Eikei University, Academic Planning Division

The application documents should be sent by registered mail or international courier service with "Application for faculty position in Career education, Career development" written in red on the envelope.

11 Contact

E-mail: academic-planning@eikei.ac.jp

(For inquiries, please email us.)

12 Work location

1-5, Nobori-cho, Naka-ku, Hiroshima 730-0016, Japan

13 Things to keep in mind

- (1) In principle, application documents will not be returned.
- (2) The personal information provided in the application documents will be used only for the purpose of selection.
- (3) Candidates will be required to submit documents proving the degree they hold (or, for those with other educational backgrounds, documents proving the graduation (completion) of their final educational background).