

Application Guidelines (International Economics)

1. Recruitment Objectives

In order to cultivate female human resources who can be active on the international stage, Fukuoka Women's University (FWU) has created a new education system consisting of one department with a focus on Liberal Arts and International Studies, and has been devoted to promoting it ever since its foundation. In April 2015, we established an initial two-year doctoral course in the Graduate School of Humanities and Social Sciences (Masters Course) and its final three-year course in April 2017. We welcome a new faculty member who will support our university philosophy by conducting educational and research activities. Recruitment details are as follows.

2. Number of Openings

One full-time faculty member : Professor/Associate Professor/Lecturer

3. Field of Expertise

International Economics

4. Content of Work

The following duties are expected to be performed as a faculty member of the International College of Arts and Sciences and the Graduate School of Humanities and Social Sciences. Teaching courses are subject to change.

- Courses for the Department of International Liberal Arts (International College of Arts and Sciences):
International Economics, Development Economics (both in the 2nd and 3rd year), Seminars on International Economics and Management (3rd year) and Seminars on Graduation Thesis and its related Research
- Common Courses for the International College of Arts and Sciences:
First year Seminar I & II and International Economic Mechanisms
- Graduate School of Humanities and Social Sciences (Initial two-year doctoral course):
Special Research on International Economics I & II
- Other duties related to the management and operational affairs of the University

5. Conditions of appointment

1) Status:

Full-time faculty member

2) Term of Office:

Five-year contract (reappointment permitted, no term-renewal limitations applied)
However, the mandatory retirement age for faculty members shall be 65.

3) Starting Date:

April 1, 2019

4) Pay:

Annual salary shall be as noted in the Fukuoka Women's University Pay Rules for Faculty Members.

6. Qualifications

- 1) Must have a doctoral degree (including an equivalent degree awarded in a country other than Japan) or equal or greater knowledge and experience in the field of expertise
- 2) Must be able to teach courses for graduate school students
- 3) Must be able to teach courses in Japanese and English
Any nationality is welcome. However, a sufficient level of Japanese proficiency for the workplace is required.

7. Application Deadline

Submissions via post must arrive by 5 p.m., August 31 (Fri.), 2018

8. Selection Process

Applicants will be chosen based on an initial screening of materials submitted, and subsequently on a secondary screening by interview (conducted for those who have passed the first stage, detailed information shall be given individually). The interview is scheduled to be held on the campus of Fukuoka Women's University in late September. A short demonstration lecture may also be requested at that time. *Travel allowances will not be paid. At the time of the interview, applicants must submit a Certificate of Graduation/Completion (issued by the University he/she attended) and a Certificate of Degree awarded or other documentary proof (copies are acceptable for both).

9. Notification of Screening Results

After consideration, the results will be sent directly to the applicant. (Primarily via e-mail)

10. Application Procedure

- 1) Application Materials (Please use MEXT Annexed Form 4-1 for (A) and 4-2 for (B). Any format may be used for (C) and the rest

- *The MEXT Annexed Form can be downloaded from the MEXT/Fukuoka Women's University website.
- A) Resume (must include a contact email address and telephone number) 1 copy
 - B) Record of Achievement in Education and Research 1 copy
 - ◆ Educational Achievements
 - ◆ Achievements in Profession
 - ◆ Achievements in Research Activities
 - C) Copies of major publications (up to 5) and the thesis summary(s) in Japanese (about 200 characters/each) 1 copy/each
 - D) Statement about your experience and achievements to date. Your reason for applying and your aspirations after joining our university should also be included. (Should be approximately 1000 characters and written in Japanese) 1 copy
 - E) Letter of Recommendation containing the contact information (including email address) of reference(s) or a document containing the names and contact information (including email addresses) of 2 references who can be asked about the applicant 1 copy

2) Address for Application and Submission Method

Application documents shall be sent to:

Tsuyoshi Nakamura (Dean of the International College of Arts and Sciences at Fukuoka Women's University)

1-1-1, Kasumigaoka, Higashi-ku, Fukuoka, 813-8529, Japan

Application documents must be sent in an envelope marked in red with "Application Documents for International Economics." Also, please send via simplified registered mail, Letter Pack, courier or other service that leaves a record of delivery. Submitted documents will not be returned.

3) Where to Make Contact:

Kouichi Sakamoto (Dean of the Department of International Liberal Arts)

sakamoto@fwu.ac.jp

11. Other

- 1) To promote internationalization in the University, we welcome the active participation of foreign applicants.
- 2) Following the Basic Act for a Gender-Equal Society, we welcome the active participation of female applicants.
- 3) At Fukuoka Women's University, screening for faculty member positions is conducted in accordance with the 'Basic Act for Persons with Disabilities' (Act No. 84 of 1970), 'Act on Employment Promotion of Persons with Disabilities' (Act No. 123 of 1960), and the 'Act for Eliminating Discrimination against Persons with Disabilities' (Act No. 65 of 2013).