

Tenured (Full-time) Position Opening at Hosei University

1. **Faculty:** The Faculty of Business Administration
2. **Job type:** One tenured position as a Full-time Lecturer, Associate Professor, or Professor
3. **Starting date:** April 1, 2019
4. **Educational and research fields:** Operations Management
5. **Teaching duties:**

The duties and responsibilities of a successful candidate shall include the following courses:

 - 1) "Introduction to Operations Management" and "Operations Management" exclusively in English for Global Business Program (GBP) undergraduate students.
 - 2) "Operations Management" in Japanese for undergraduate students.

In addition to the courses listed above, the successful candidates will also be expected to teach /organize other related courses including the following:

 - 3) Organizing seminars, fieldwork, internship programs, and a practitioners' workshop for GBP undergraduate students
 - 4) Courses related to business administration for undergraduate * and graduate students **.
 - 5) Research guidance for undergraduate * and graduate students **.

* Includes a correspondence course.
** Includes a MBA course.

 - *Teaching loads may vary, and a successful candidate is expected to teach at least 5 classes per semester.*
 - *For details about the GBP, please refer to the following web site: <http://gbp.hosei.ac.jp/>.*
6. **Administrative duties:** Participation in entrance exam preparation and administration, various departmental (including the GBP) and university-wide committees, and other duties as required.
 - *Non-native speakers of Japanese are required to have a high level of proficiency in Japanese sufficient to conduct administrative duties.*
7. **Requirements and Personal Qualifications:**

Applicants need to fulfill the following qualification:

 - Ph.D. or equivalent in Operations Management Fields.

Optional: Research or teaching experience in a university /research institute
8. **Salary:** Salary paid in accordance with Hosei regulations.
9. **Application documents:** Applicants should submit the following documents:
 - 1) Curriculum vitae, in Japanese or English, with a recent photograph attached, and a list of candidate's own publications. Use Hosei University forms and instructions, which can be downloaded from http://www.hosei.ac.jp/saiyo/keiei_bosyu.html
 - 2) Three major publications.
 - 3) Sample syllabi of two courses: One is "Introduction to Operations Management" for first year GBP undergraduate students (to be taught exclusively in English, 100 minutes x 14 times, the number of students is somewhere between 10-20). The other is "Operations Management" for second, third, and fourth year undergraduate students (to be taught in Japanese, 100 minutes x 14 times, the number of students is somewhere between 120-150).
 - 4) Plans for future research and teaching at Hosei University (approximately 1200 words in English)

- For documents #1,#3, and #4 above, submit the original and three additional copies (four copies in total).
- For document #2, four photocopies are acceptable.
- Application materials will not be returned. (Only original books can be returned by mail if requested in advance.)

10. Application deadline and procedure:

- 1) All materials must be received no later than 5 pm, September 7, 2018 Japan Standard Time.
- 2) All documents should be sent by registered/trackable mail in an envelope clearly marked “Operations Management Application Materials” (「オペレーションズ・マネジメント応募書類在中」) in red.

11. Selection process: After documents have been reviewed, only short-listed candidates will be notified and given their interview and mock lecture date. The interview and mock lecture will be carried out at Hosei University, Ichigaya Campus (Tokyo).

12. Address for submission:

Dean of the Faculty of Business Administration,	〒102-8160
Hosei University	東京都千代田区
2-17-1 Fujimi, Chiyoda-ku,	富士見 2 - 1 7 - 1
Tokyo, JAPAN	法政大学 経営学部長 宛
102-8160	

13. For inquiries only: Tel:+81 (0)3-3264-9331 Fax: +81 (0)3-3264-4264

14. Faculty website: http://www.hosei.ac.jp/english/academics/jp_programs/faculty/business/

Personal information obtained will only be used for the purpose of selection.