

Full-time Faculty Member Recruitment Guidelines for the Faculty of Global Management, Chuo University

- Operations Management/Data Science/Introductory Information Science -

1. Recruitment method: Open recruitment
2. Position title and the number of people: Professor, Associate Professor, or Assistant Professor [full-time (with no term of office)]: 1 person
3. Area of expertise: Business administration, statistics, or information science
Operations management is positioned as a field of business management or production/operations management in business administration, and is also closely related to other fields of business administration such as strategic management, supply chain management, customer relationship management, knowledge management, service management, quality management and project management. Therefore, applicants are required to have knowledge of these fields. Furthermore, since the faculty member to be recruited will also be in charge of Introduction to Statistics for Management, Data Science, and Introductory Information Science, it is desirable that applicants specialize in statistics, data science including AI (artificial intelligence), data mining, computer simulation, business analysis, etc., and be familiar with application of digital technologies in companies and organizations such as big data analysis and network technology.
4. Courses to be placed in charge of: Operations Management, Introduction to Statistics for Management, Data Science, Introductory Information Science, Introductory Seminar, and Seminar (all in English)
* In addition to the above, you may be in charge of other related courses, such as Database, as requested by the Faculty.
5. Scheduled date of employment: April 1, 2026
6. Employment conditions:
 - Location: Tama Campus in principle
 - Salary: To be determined based on the Chuo University Faculty Member Salary Regulations and taking into consideration the career record, etc.
 - Days off: Sundays, national holidays, and Chuo University Foundation Day (July 8)
(However, excluding days when classes are held as determined by the university in advance)
 - Holidays: Year-end and New Year holidays, holidays during the simultaneous summer vacation period, and other holidays
 - Insurance: Health insurance, employees' pension insurance, employment insurance and workers' accident compensation insurance are provided
 - Retirement age: 70 years old (the end (March 31) of the fiscal year in which the employee reaches 70 years old)
7. Qualification requirements:
 - (1) Doctoral degree in the fields of operations management, statistics, data science and information science, or be expected to earn one by the time of arrival at the post
 - (2) Excellent research history through theoretical and empirical research on operations management, statistics, data science and information science
 - (3) Excellent history of teaching at universities in fields related to operations management, statistics, data science and information science

- (4) Ability to teach classes and provide students guidance in English
- (5) Desirable to have sufficient Japanese language proficiency (Japanese Language Proficiency Test N2 or a level equivalent to or higher than N2) to be able to handle various on-campus duties. (Many of the meetings related to the faculty and university administration, including faculty meetings, are held in Japanese)
- (6) Positive attitude to take on new challenges, and excellent communication skills

8. Application deadline: Monday, March 31, 2025 (Application must arrive by this date)

9. Selection process:

○First screening: Document screening

Applicants will be notified of the results of the screening by e-mail by the end of May (tentative schedule).

○Second screening: Interview screening

Applicants who pass the document screening will receive an interview screening including a mock class.

Applicants will be notified of the results of the screening by e-mail.

10. Documents to be submitted (in Japanese or English):

Documents submitted will be used only for this selection process and will not be used for any other purpose.

In principle, the submitted documents will not be returned. If you wish to have your books submitted as your major research achievements returned, please let us know at the time of application.

(1) Curriculum vitae: 1 copy

- Please submit a curriculum vitae prescribed by our university (Chuo University Faculty Member Curriculum Vitae; only in Japanese), or a curriculum vitae (free format) you have created as a PDF.
- You can download the curriculum vitae prescribed by our university from here.

<https://www.chuo-u.ac.jp/aboutus/recruit/news/2025/01/78723/>

The prescribed curriculum vitae contains multiple Excel sheets from No. 1 to No. 9. Enter “No information” for the sheets for which you have no information to provide. After filling out the curriculum vitae, convert the entire Excel file to a PDF file, and submit it.

- If you submit a curriculum vitae created by yourself instead of submitting the curriculum vitae prescribed by our university, include your contact information (address, e-mail address, telephone number, etc.), academic background, career, research achievements, awards received, grants/scholarships, conference presentations, research experience, educational experience, other activities, languages and skills, and references (name, affiliation, e-mail address), and submit the curriculum vitae as a PDF. For the above items, if there are any items for which you have no information to provide, omit such items.
- Please note that after your appointment is informally decided, you will be required to submit sheet No. 1 of the curriculum vitae prescribed by our university with the gender and nationality fields filled in.

(2) Up to 5 major research achievements

- Your books may be submitted by mail.
- For your papers, submit an offprint or copy as a PDF.
- For each of your books and papers, attach a summary of approximately 400 characters (PDF format).

- (3) Diploma or certificate of degree completion for your final academic background: 1 copy (PDF format)
 - In the case of a diploma, scanned data can be submitted. If you are unable to earn a degree by the application deadline, submit a certificate of expected degree completion.
- (4) Future aspirations regarding education and research (free format, PDF format)
- (5) Optional documents to submit (PDF format)
 - Contact information for up to three persons as references (name, affiliation, e-mail address, and telephone number)

11. Where to submit:

In principle, application documents should be submitted by e-mail as file attachments.

If you submit books, etc. by mail as your major research achievements, please indicate that in the e-mail you send us to submit your application documents.

- (1) Where to submit by e-mail: gm-saiyou-grp@g.chuo-u.ac.jp
 - The subject should be “Application documents for Operations Management faculty member”
- (2) Mailing address for books, etc.:

Operations Management Faculty Member Employment Section, Office of the Faculty of Global Management, Chuo University
742-1 Higashi-nakano, Hachioji, Tokyo 192-0393, Japan
Phone: +81-42-674-4411

 - Please write “Faculty member application documents (books) enclosed” on the front of the envelope.

* For inquiries, please send an e-mail to gm-saiyou-grp@g.chuo-u.ac.jp

The subject should be “Inquiry about open recruitment of Operations Management faculty member.”