

POSITION AVAILABLE

Keio University Shonan Fujisawa Campus (SFC) – Business Administration

Keio University Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance seek to fill a position for a faculty member in business administration.

POSITION DESCRIPTION

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| 1. Institution | KEIO UNIVERSITY
Faculty of Policy Management
Faculty of Environment and Information Studies
Graduate School of Media and Governance |
| 2. Address | 5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN |
| 3. Position | Professor (tenured/non-tenured)
Associate Professor (tenured/non-tenured)
Assistant Professor (tenured/non-tenured)
Level of position will be determined based on candidate's age and academic achievements. |
| 4. Salary | Based on Keio University Rules |
| 5. Type of Employment | Full-time |
| 6. Number of Positions | One |
| 7. Research Field | Business Administration |
| 8. Courses | Lectures (undergraduate/graduate) and seminars (undergraduate/graduate) |
| 9. Other Duties | Participate in various University committees, attend administrative meetings, etc. |
| 10. Qualifications | Applicants are required to: <ol style="list-style-type: none">1. be willing to contribute to the promotion of educational/research principles of Keio University Shonan Fujisawa Campus (SFC);2. have a DBA or Ph.D. in business administration or related fields by March 2014 (or the equivalent in educational/research works); |

3. have outstanding research achievements in the field of entrepreneurial management and/or public management;
4. possess the ability to use English for educational/research purposes;
5. be able to manage various research activities, including those outside areas of expertise, and participate in collaborative activities with Japanese and overseas research teams and organizations; and
6. be able to live in Japan and commute to SFC.

11. Application Deadline Thursday, May 30, 2013 (Applications must arrive by this date.)

12. Starting Date Academic Year 2014 or 2015 (negotiable)

13. Application Materials (Documents should be A4 size)
1. A copy of Keio SFC Faculty Member Recruitment Preliminary Application Form (download from the website)
 2. CV (including full name, date of birth, nationality, contact address, education, employment history, areas of expertise and recent photo. Signed or sealed.)
 3. List of works (research papers, books, oral presentations, courses taught, etc.)
 4. Offprints or copies of three to five representative papers. If electronic media are to be used, acceptable media are CD-ROMs and DVD-ROMs. Data should be saved as PDF files (in A4 format).
 5. Essay (approximately 1000 words) describing educational/research achievements, concepts for future educational/research goals, and designs for contributing to SFC
 6. Letters of reference from two separate referees

Submitted materials will not be returned.

14. Selection Process Preliminary application (online); Document Screening; First Interview (you may be asked to present a trial lecture); Second Interview. Details of the process will not be publicly disclosed. Notification of a decision will be sent to each applicant by

regular mail.

15. Tenure-track Position If selected for a tenure-track position, the faculty member can apply for tenure in the second and fourth years at SFC. If the decision of the fourth year review is negative, there will be no future opportunities for a tenured position. However, the term of employment can be extended a maximum of one year for a fifth year of employment if both the University and the faculty member come to an agreement.
16. Address for Applications Faculty Recruitment Office [Business Administration],
Keio University SFC
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
17. Contact Details (Email) jinji-fro2013@sfc.keio.ac.jp
18. Institution Website <http://www.sfc.keio.ac.jp/>

April 2013

Dean of Faculty of Policy Management
Dean of Faculty of Environment and Information Studies
Dean of Graduate School of Media and Governance
Keio University