

January 12, 2024

To whom it may concern:

Kyoto City University of Arts
Toru Koyamada, Dean of Faculty of Fine Arts
Keisho Tonami, Dean of Graduate School of Arts
(official seal omitted)

Call for Faculty Applications

The Faculty of Fine Arts and the Graduate School of Arts will be publicly recruiting a full-time faculty member according to the following conditions. We would kindly request that you notify all concerned.

Details:

1. Areas of responsibility Concept and Media Planning
 - (1) Faculty of Fine Arts: “Foundation of Concept and Media Planning A, B,” “Concept and Media Planning,” “Foundation Core Courses,” and “Interdisciplinary Seminar”
 - (2) Graduate School of Arts Master’s Course: “Study on Concept and Media Planning 1-4” and “Special Seminar 1-4”
 - (3) Graduate School of Arts Doctoral Course: “Guidance in Specialized Research,” “Specialized Research Seminar (Concept and Media Planning),” “General Planning and Theory Seminar,” and “Study of Visual Arts Planning”
(among others)
2. Job title and number of positions
One Full-time Professor or Associate Professor. This position is open only for female candidates.
3. Application requirements
 - (1) An artist who works extensively in fields utilizing information processing technologies, such as video content and programming
 - (2) A broad knowledge of fine arts with the practical ability to apply it in an educational setting
 - (3) Experience in education
 - (4) Ability to proactively perform operational tasks
 - (5) Japanese language proficiency to engage in educational guidance and in university management
 - (6) Willingness to promote diversity
 - (7) Willingness to reside in a commuting area of the University
4. Documents to be submitted
 - (1) List of submissions
 - (2) Resume including the Awards and Penalties section. Seals and photographs are not required
The Awards and Penalties section of the resume should include information not only about criminal penalties but also disciplinary actions, including any associated with sexual harassment and violence against students. State specific reasons for these disciplinary measures. Failure to provide accurate information or engaging in falsification may lead to consequences such as employment revocation or disciplinary dismissal if the candidate is discovered to have misrepresented their background.
 - (3) Certificate of graduation or completion from the candidate’s final institution of learning. A copy is accepted.
 - (4) List of achievements
 - (5) Record of works created over the past five years or more, as well as books, papers, etc. written by the candidate, or copies thereof
 - (6) Statement to describe the candidate’s aspirations for education in concept and media planning at our university (approx. one A4 page)
 - (7) For applications from Japan, a cash-on-delivery Yu-Pack address label or the equivalent by other courier services, filled with the recipient’s address, full name, and telephone number for returning documents
Documents submitted will be returned after the screening process for applications from inside Japan but not for those from outside Japan.
5. Interview
We will interview candidates who have passed the initial screening based on the documents submitted. The University does not reimburse candidates for their travel, accommodation and other expenses.
Depending on the situation, interviews may be carried out over the Internet.
Candidates residing outside Japan will be interviewed over the Internet.
6. Submission deadline
No later than Thursday, April 11, 2024 by a service that offers proof of delivery such as registered mail or courier service. Hand-delivered documents will not be accepted.
7. Scheduled start date of employment
April 1, 2025. Notice of an unofficial offer will be made in late July, 2024.
8. Mailing address for the documents Dean of Faculty of Fine Arts Kyoto City University of Arts
57-1 Shimono-cho, Shimogyo-ku, Kyoto 600-8601, Japan
Please use red ink to write “Application for a faculty member: Concept and Media Planning” on the front of the envelope.
If it is difficult to send international mail or the equivalent due to the impact of the novel Coronavirus, please contact below.

9. Contact

Academic and Student Support Office (Fine Arts Registrar)

Tel: 075-585-2002

E-mail: fineart*kcua.ac.jp (Replace * with @.)

10. Other information

- (1) The Faculty of Fine Arts and the Graduate School of Arts believe in diversity among faculty members in accordance with the principles of the Basic Act for Gender-Equal Society. We are actively hiring a female faculty member for majors that currently have a low proportion of full-time female faculty. Since we consider that this policy is applicable to this recruitment, we are limiting it to female candidates only.

Policy for Hiring Full-time Female Faculty

<https://www.kcua.ac.jp/wp-content/uploads/39f5c3131012daa328c29a997ab564c7.pdf>

- (2) Documents submitted will be used only for recruitment and will not be used for other purposes.
(3) Candidates will be notified of a job offer or otherwise in writing or by e-mail.
(4) Further information is available on the University website https://www.kcua.ac.jp/?page_id=116242.