

December 13, 2023

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

design B: Instructing students in the theories and practice of information design, developing a curriculum, etc.

- (1) Faculty of Fine Arts: “Foundation of Design 1, 2 (design B),” “design B,” “Foundation Core Courses,” and “Interdisciplinary Seminar”
- (2) Graduate School of Arts Master’s Course: “Study on design B 1-4,” and “Special Seminar 1-4”
- (3) Graduate School of Arts Doctoral Course: “Guidance in Specialized Research,” “Specialized Research Seminar (design B),” “General Planning and Theory Seminar,” and “Study of Visual Arts Planning”  
(among others)

During the academic year 2023, the University has launched a new “design B” major.

For details about this major, kindly visit [www.kcua.ac.jp/arts/design-b/](http://www.kcua.ac.jp/arts/design-b/). Throughout the transitional period to the major structure, the appointed candidate will also teach courses from the former Product Design major curriculum. Furthermore, there is the potential for adjustments to the specific classes taught.

##### 2. Job title and number of positions

One Full-time Associate Professor or Lecturer. This position is open only for female candidates.

##### 3. Application requirements

- (1) A wealth of knowledge in the field of information design, complemented by educational or practical experience. Additionally, though not essential, skills in areas related to programming are desirable (please state specific information processing skills in the activity records).
- (2) Skills to explore innovative approaches to design and design education grounded in the principles of design B, and the capacity to offer adaptable and collaborative guidance. This includes leveraging personal expertise and experience to support students with diverse interests beyond information design.
- (3) Willingness to take on university management responsibilities in addition to research and education
- (4) Japanese language proficiency to engage in educational guidance and in university management
- (5) Willingness to promote diversity
- (6) 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) Records of the candidate’s activities (portfolio), books and research papers authored by the candidate (photocopies accepted), and other materials (from the past five years or before).
- (6) Please submit statements explaining the candidate’s perspectives on the following two topics:
  1. Statement reflecting the candidate’s perspective on how the information design field can relate to research and education within the design B major (up to three A4 pages).
  2. Statement outlining the candidate’s strategies for guiding students with diverse interests beyond information design, including specific examples (up to three A4 pages).
- (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, March 7, 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

October 1, 2024. Notice of an unofficial offer will be made in late June, 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: design B" 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](https://www.kcua.ac.jp/?page_id=116242).