

**Call for Faculty Position Applications at the Department of Materials and Life Sciences,  
Faculty of Science and Technology, Sophia University**

The Faculty of Science and Technology, Sophia University is inviting applications for the position of faculty member by special appointment at the Department of Materials and Life Sciences (English course).

1. Name of position and number of persons to be employed: One (1) faculty member by special appointment (assistant professor). The contract is renewable every year until March 2027.
2. Field of expertise: General Biology
3. Teaching duties (tentative):  
Laboratory subjects for Materials and Life Sciences Labs. 1, 2 and 3 for the undergraduate English course (Green Science Course); lecture subjects for the graduate English course (Green Science & Engineering Course) such as Environmental Life Science and Green Science & Engineering (Biology); and others
4. Overview:
  - Sophia University is founded on the teachings of Christianity and the Catholic spirit, and one of the pillars of education at the Faculty of Science and Technology is its outstanding internationalism. We are seeking applicants who understand not only the University's founding spirit but also its high degree of internationalism and English language-oriented educational policy with enthusiasm for education.
  - Main duty: Teaching students in the English course  
The successful applicant shall be responsible for teaching lecture/laboratory subjects in English, following the English course curriculum of the Department. Note that this is not a research position in a specific laboratory.
  - We welcome proactive applications from female researchers (positive action).
5. Qualifications for application:
  - The applicant must have obtained or be on track to obtaining a doctoral degree by the time they take up the position.
  - The applicant shall give lectures in English.
6. Employment start date: September 21, 2024
7. Documents to be submitted (by e-mail):
  - 1) Curriculum vitae (A4 size paper; include an e-mail address and a photograph of the applicant)
  - 2) List of past research results (A4 size paper)
  - 3) List of Grants-in-Aid and other external funding received for scientific research (A4 size paper)
  - 4) Reprints of approximately ten major research papers
  - 5) Summary of research achievements (A4 size paper, approx. 2000 words)
  - 6) Summary of educational achievements (A4 size paper)
  - 7) Aspirations for education if accepted for the position (A4 size paper, approx. 2000 words)
  - 8) Names and contact details (phone number, e-mail address, etc.) of two reference persons

\*Please send the above application documents as respective PDF files to the e-mail address shown below. You may use a file transfer service if the file size is too large to send by e-mail.  
Please provide your name, professional affiliation, telephone number, e-mail address, and postal address (including postal code) in the body of your e-mail.  
e-mail: [contact-us-mls-co@sophia.ac.jp](mailto:contact-us-mls-co@sophia.ac.jp) (Chairperson, Department of Materials and Life Sciences and the secretariat)  
e-mail subject name: "Application for faculty member at Sophia University's Department of Materials and Life Sciences (General Biology) (applicant's name)."

\*We will issue an acknowledgment of receipt by email after receipt of the application email.  
Please contact us again if you have not received the acknowledgment of receipt email after more than one day.

\*Personal information in the submitted documents shall be used only in the faculty position screening process and handled appropriately following the Act on the Protection of Personal Information.

8. Deadline for application: All documents shall be sent and received by March 31, 2024.
9. Inquiries on application: Dr. Noriyuki Suzuki, Chair, Department of Materials and Life Sciences, Faculty of Science and Technology, Sophia University  
7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan  
Phone/fax: 03-3238-3452; e-mail: [norisuzuki@sophia.ac.jp](mailto:norisuzuki@sophia.ac.jp)  
\*No inquiries on screening details and results shall be accepted.
10. Screening method
  - First screening: Screening of documents
  - Second screening: A second screening shall be conducted only for those who pass the first screening.  
An interview shall follow after the applicants introduce their research as well as future research and education plans if accepted for the position in an open seminar and a mock lecture. Applicants who pass the first screening shall be individually informed of the date/time and other details of the second screening.
11. Others
  - Japanese language skills are preferred but not required.
  - The screening details will not be made public.
  - The submitted documents will not be returned.