

Institute of Advanced Media Arts and Sciences Faculty Hiring Selection

How to fill out the resume form:

☆※Write dates according to the Gregorian Calendar year.

1. Resume (Form 1)

(1) If you have changed your family name due to marriage, please include your birth name as well as your married name.

(2) In the section marked "Age," write your age as of April 1, 2019

(3) Write in the name of your country in the section marked "nationality" if you are a citizen of a country other than Japan.

(4) "Photograph" section:

Attach a 4cm by 3 cm portrait photograph of yourself wearing no hat on a plain background. Write your name on the back of the photograph. The photograph may be in color or in black and white.

(5) "Current Address" section:

Write your postal code and address in this section.

(6) "Telephone/ Fax/ E-mail" section:

Write in a phone number such your cell phone where you can be reached directly.

(7) "Academic History" box:

① Fill in this section with all the universities, technical colleges, or schools of equivalent level that you have graduated from. Also include the most recent school you have attended, even if it does not fall under these categories. If you have credits in a PhD program but withdrew from the program without completing your PhD, write "withdrew from PhD program with credits."

② For your academic degree, write the name of your field of specialty along with the title of your graduate thesis.

③ Write down any professional certifications you have, i.e. as an instructor. Write the registration number along with this. For certifications obtained overseas, write in these certifications

accurately and include a description of them written in Japanese.

④ Include any experience you have studying abroad at foreign universities or research institutions.

⑤ When writing information about the non-Japanese schools you have attended, write the names of the schools and the degrees you earned in both the English alphabet and Katakana. Be sure to include the name of the country in which you attended the school. Do the same for your work history outside of Japan.

(8) "Work History" Section

① Write down your full work history (including self-employment, time as a homemaker, and unemployment). Write down your job title and the location of your workplace.

② For each item, clearly write when you started and stopped each particular job. If you are currently employed at the job, write "currently employed."

③ Write down any overseas universities or research organization at which you studied abroad as a researcher.

④ If you have obtained certification as an instructor through the examination of a teacher's organization, please write down the time the examination took place, the name of the university that conducted the examination, your rank, and the name of any classes you taught (if the organization was a graduate school, include the results of the examination).

⑤ If you worked as a university instructor, include the name of the main class you taught.

(9) The "Academic Societies and Activities in Society" section:

① Under the section "Academic Societies" write down any academic societies you belong to at the time of writing this application.

② Write down any academic societies or activities in society that you are involved with, related to your specialization or field of research.

③ If you have any achievements in research or education, describe these specifically.

(10) In the "Commendations and Punishments" section, write down any commendations you received from publishers and academic societies, commendations you received through work, disciplinary action to which you were subject, or penalties imposed upon you for the improper use of research funds.

(11) The "Current Employment Status" section:

① Current Employment Status

a) In this section, write your employment status at the time of writing this application.

b) If you are an instructor at a university, write "Professor" or "Associate Professor" under "Job Title." If you held other titles, write the name of that title. If you do not have a job title, write a " – " mark.

c) Under "Work Contents," write the name of the course you teach if you are an instructor at a university or other institution. If you have another job, please briefly describe the contents of your duties.

(12) For the "Date," "Name," and "Seal" sections, write the date upon which you filled out this form, write your signature, and affix your seal.

(13) If you are not Japanese, you may fill this out this form in your first language. In that case, please attach a translation.

(14) Upon review of your application, we may ask you submit additional documents to confirm your role and responsibilities as a full-time instructor.

2. How to fill out the Education and Research Achievements Form (Form 2)

(1) In this document, please include information about your achievements as an educator, your work achievements, and your main publications and academic writings.

(2) The "Name" section:

① For the "Date," "Name," and "Seal" sections, write the date upon which you filled out this form, write your signature, and affix your seal. (Reprinted articles may be attached separately as photocopies.)

② If you go by a former name or other name that is different from your legal name, please include this in parentheses () after your legal name.

(3) The "Research Field" and "Research Keywords" sections:

① In the "Research Field" section, select three or fewer research fields listed by the Japan Society for the Promotion of Science's "Grants-in-Aid for Scientific Research" that most closely match your research field. Under the "Research Keywords" section, list five keywords that express your research based on the same list of research fields.

(4) About the "Items Related to Teaching Ability" section:

a) "1. Examples of Teaching Methodology:"

- Write about what you have done to promote learning outside of class, i.e. putting the contents of your course online.

b) Examples of "2. Textbooks or Teaching Materials Prepared"

- Write examples of writings, teaching materials, etc. that you used to guide student learning in class or training.

c) "3. Evaluations from Universities or Other Organizations."

Evaluations made at the time the organization decided to hire you.

- The results of self-assessment/ evaluations you conducted.

- The results of student evaluations, evaluations by other instructors, etc.

d) "4. Pertinent Practical Job Experience:"

Examples include:

- Guiding interns hired by a university.

- Guiding a training at the request of a professional organization.

- Lecturing or giving a talk at a symposium as part of public lectures or continuing education course put on by your school.

e) "5. Other"

- Commendations you have received because of your educational achievements, your activities as part of an organization related to university education, etc.

- Test questions you wrote for national exams, etc.

(5) Examples of "Work Achievements:"

① "1. Certifications, Licenses"

- Certifications and licenses you have as an instructor or in some other capacity.

② "2. Patents, etc."

- Patents or utility models, etc.

③ Examples of "3. Pertinent Practical Work Experience:"

- Collaborative research with a university

- Service as a member of a governmental or other committee or council.

- Service as an inspector or similar role as part of a government office.

- Reports or presentations given at workshops or research exhibitions.

- Investigative research, overseas study, investigations into other country's conditions, etc.

- Reports, handbooks, manuals, periodicals, etc. supporting any of the items above.

④ "4. Other:"

- Evaluations or commendations for excellence you received as part of your work for a professional association or similar organization.
- Notable papers that have cited to your writings, etc.

(6) About the "Research Achievements" section:

① Write achievements in research you have accomplished in the last five years. Do not include anything that has not been published at the time of your filling out these forms.

② About "Titles of Publications and Academic Articles:"

a. Write your main work related to your research in the correctly labeled section, "Writings," "Academic Papers," or "Other." Number the works in the order in which they were presented or published.

b. Write the title of the writings for the "writings" section.

c. For the "Academic Papers" section, write the title of the academic journal, publication by an academic society, research report, or periodical in which your academic paper was published. For your graduate or doctoral thesis, summarize its contents.

d. In the "Others" section, include the title any reviews, abstracts from academic conferences or manuscripts you may have been requested to write. Write the theme of work presentations, report presentations, round-table discussions, or debates that you have participated in.

e. For peer-reviewed papers, write "(peer-reviewed)" after the title.

f. For any of these achievements in research, you may attach supporting materials if you wish (a maximum of five in each section.) For any achievements for which you include supporting materials, put a circle around the number with which you labeled the achievement based on its chronological order. After we review your documents, we will return these supporting materials to you.

③ In the " Authored/ Co-Authored " section, write "author" if you wrote the paper individually; if were involved in the writing but were not the sole author, write "Co-author" regardless of your involvement, be it as supervisor, editor, compiler, co-author, or contributor.

④ Under the "Date of Publication / Presentation," write the year and month the writing was published or presented.

⑤ "Name of Publisher:"

a. For a book, write the name of the publisher.

b. For an academic paper, write the name of the periodical in which it was

published, the volume/issue of that periodical, and the page numbers upon which it was printed.

c. For something like the presentation of a report, include information like the name of the academic conference at which you made the report and where it took place.

(7) "Summary:"

a. Write a 200 character summary of the corresponding writing.

b. For co-authored writings, specify the applicable chapter, passage, title, and page number of the section you were in charge of. Write the names of all the authors in the order they are credited in the publication, (underlining your own name.) If it is difficult to disentangle your own contribution from the whole of the work, explain why this is.