

To:  
The Presidents of National, Public, and Private Medical Universities  
The Deans of Schools of Medicine, National, Public, and Private Universities.  
The chief of each relevant organization

October 4, 2024

Request for Recommendations of Candidates for the Position of Graduate School Professor,  
Department of Head & Neck and Sensory Organ Science, Graduate School of Medicine, Nippon  
Medical School

To whom it may concern,

The Graduate School of Medicine, Nippon Medical School seeks candidates for the position  
of Professor of Head & Neck and Sensory Organ Science to fill the position currently  
occupied by Professor Kimihiro Okubo, who is retiring in March, 2025. We would appreciate  
nominations from any suitable candidates in the relevant field, including your institution,  
department, or facility, either in Japan or abroad. If there is a suitable person in the related  
field, please recommend him/her as outlined below.

Please note that Nippon Medical School has a fixed-term system (five-year renewable  
contract).

Yours sincerely,

Akihiko Gemma  
President  
Nippon Medical School

-----  
Documents to be submitted: Please refer to the appendix.

Date of appointment: April 1, 2025 (planned).

Professor of Head & Neck and Sensory Organ Science, Graduate School of Medicine, Nippon  
Medical School is in charge of teaching Otorhinolaryngology in the undergraduate and graduate  
programs.  
-----

Documents to be submitted:

\*1 Submit the items from (1) to (11) as PDF files in a CD, USB, or other electronic medium. (12) should be submitted as a file in a format that can be viewed on a PC and placed on a CD, USB or other electronic medium.

\*2 Submit one copy of each of the originals (including printouts) of the items from (1) to (11).

Note that all manuscripts should be printed on one side.

**※ Date and time must be written in the Western calendar format.**

(1) Letter of recommendation..... (Attachment Form 1-1 to 2)

※ The recommender can be a graduate school professor at Nippon Medical School, president of another university, dean of the graduate school of medicine, dean of a medical school, or the head of another medical institution.

(2) Resume..... (Attachment Form 2-1 to 2)

※ Forms (1) and (2) above should be prepared at the applicant's discretion, regardless of the format, with the date and time written in the Western calendar format.

(3) List of research grants obtained, including Grants-in-Aid for Scientific Research (KAKEN), and intellectual property such as patents acquired or applied for..... (A4 version, free format)

※ Refer to "Instructions for KAKENHI, etc."

(4) List of publications..... (A4 version, free format)

※ Refer to "Instructions for listing publications."

(5) Achievements and aspirations related to teaching..... (Attachment Form 3-1 to 2)

(6) Achievements and aspirations related to research..... (Attachment Form 4-1 to 2)

(7) Achievements and aspirations related to clinical work.....(Attachment Form 5-1 to 2)

(8) Aspirations related to field (department) management..... (Attachment Form 6)

(9) Social contributions..... (Attachment Form 7)

(10) Reprints of 10 major articles (copies accepted)

※ Include the most recent impact factor, provide a summary, and describe the academic significance and relevance of each of the papers within 250 words.

(11) List of the number of surgeries performed in the past 10 years and list of 50 representative surgeries performed in the past 3 years (Submit a copy of the surgical logbook) (Attachment Forms 8-1 to 8-2)

※ The selection committee members may ask to observe surgeries.

※ Protect patients' personal information in the submission of these documents. The submitted documents will be handled appropriately in accordance with the university's regulations on the protection of personal information.

(12) Video of surgical procedure

※ Please submit a video (unedited) of one case representative of your clinical achievements and procedures in a format that can be viewed on a PC without copy protection, and for which you can verify that you are performing the procedure. (Attach a brief description of the surgical procedure).

**※ As a general rule, submitted documents will not be returned.**

※The form can be downloaded from the school's website.

※Submission deadline: November 22, 2024 (Friday), 5:00 p.m.

※Submit to:

〒113-8602 Gakuji-bu Shomuka  
Main Offices, Nippon Medical School,  
1-1-5, Sendagi, Bunkyo City, Tokyo, Japan  
TEL +81-3-5814-6739  
FAX +81-3-3822-8575  
E-mail : nms-shomuka@nms.ac.jp