

Call for Applications: Postdoctoral Teaching Fellow  
Tokyo University of Foreign Studies (TUFS)

1. Position

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1 Lecturer (Visiting Junior Lecturer or Visiting Lecturer)

2. Affiliation

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World Language and Society Education Centre

3. Teaching responsibilities

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Normally a total of three 90-minute classes per week in the spring term and three 90-minute classes per week in the fall term.

- (1) Classes in the School of Japan Studies (lectures and seminars)
- (2) MA classes in the Japan Studies Course

4. Research field(s)

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Japan Studies, especially about Japanese society, history, and culture

5. Qualifications

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- (1) A completed PhD (if the applicant has not yet been awarded their PhD, it is expected the PhD will be awarded by 1 April 2024)
- (2) Applicants must have been affiliated (as either postgraduate student or employee) with a university that has an inter-university exchange agreement with TUFS at some point since 1 April 2019, i.e. within five years of taking up the Postdoctoral Teaching Fellow position.
- (3) Applicants must have some teaching experience (which may include experience as a Teaching Assistant) in the field of Japanese society, history, and culture, and be able to conduct classes in English.
- (4) Applicants must be able to carry out educational activities in accordance with the University's educational philosophy and actively participate in university events, operations, management, etc.

6. Scheduled employment date and term of office

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- (1) Date of appointment: April 1, 2024
- (2) Term of office: 2 years from the employment date (no renewal; no reappointment after the term of office expires)

※There will be a probationary period for the first six months of employment.

## 7. Treatment

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- (1) Salary: Annual salary system. 4-5 million yen per annum (the exact annual salary is based on work experience, performance, and other factors, and the annual salary divided by twelve is paid monthly. Taxes and social insurance premiums will be deducted.)
- (2) Working hours  
Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week, 7 hours 45 minutes per day)
- (3) Holidays and leave  
Holidays: Generally, Saturdays, Sundays, national holidays, and the year-end and New Year holidays (from December 29 to January 3). However, you may be required to work during university events on some of the aforementioned holidays designated as working days.  
Leave: In accordance with the Employment Regulations for Specified Fixed-term Employees of the Tokyo University of Foreign Studies.
- (4) Social insurance  
Health insurance, welfare pension, employment insurance and worker's compensation insurance.
- (5) Housing allowance: maximum 28,000 yen per month  
※not applicable to those who live in the TUFS International Residence
- (6) Travel expenses: Only in the case of people hired from overseas, travel expenses to TUFS are paid, and on completion of the contract travel expenses to the teacher's country of residence are paid.

Other conditions of employment will be in accordance with the Employment Regulations for Specified Fixed-term Employees of the Tokyo University of Foreign Studies.

## 8. Application documents

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Please submit the following documents (1) to (6) in Japanese or English.

- (1) A Curriculum Vitae (any format)
- (2) A list of academic publications / presentations (use the form "List of academic publications / presentations" designated by the University)
- (3) Three major academic publications
  - Single-authored or first-authored publications only.
  - If you have a PhD. degree, please make sure to include your doctoral dissertation (including publications based on your doctoral dissertation).
  - The submission of additional documents may be requested during the selection process.
- (4) Abstracts of the major academic publications (use the form "Abstracts of academic publications" designated by the University)
  - Please describe each of the three major publications mentioned in (3) above.
- (5) A summary of previous teaching experience and research achievements, and a statement of future teaching and research plans (two sheets or less using the form "A summary of previous teaching

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experience and research achievements and a statement of future teaching and research plans” designated by the University)

- (6) Your motivations for being engaged in teaching, research, and operations of the University (any format using A4 paper, about 1,000 letters in Japanese (horizontal writing) or about 400 words in English)
- (7) A letter of recommendation outlining the applicant’s suitability for the post from a current (or past) full-time member of faculty at a university with an inter-university exchange agreement with TUFUS.

## 9. Application method

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Applications will be accepted from applicants from TUFUS partner institutions.

## 10. Selection method

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- (1) Selection will be carried out through document review and interviews.
- (2) Candidates who pass the document review will be invited to an interview. The expenses shall be borne by the candidate. The interview with candidates will be conducted using an internet-based video calling system.
- (3) For the interview, the candidate may be asked to submit syllabi and other documents in advance.
- (4) The interview will be held between mid-August and early September.

## 11. Application period

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The deadline for “entry” (a statement of intention to apply) is Friday, 7 July 2023, 17:00 (Japan time).

The deadline for uploading documents is 17:00 (Japan time) on Friday, 14 July 2023.

## 12. How to apply

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- (1) Applicants should send an entry email from their own email address to [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp). The subject of the email should be "Entry (Postdoctoral Teaching Fellow)".
- (2) After receiving the entry email, the university will send a URL to the applicant's email address for uploading the submitted documents.  
※If you are not notified of the upload URL within two days (excluding weekends and national holidays) of sending your entry email, contact us again at [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp), as the original email may not have been received.
- (3) Application: Some of the application documents to be completed are standardized forms for applications to positions at TUFUS (indicated in 8 above as “designated by the University”). Download them from this website:

<http://www.tufs.ac.jp/english/other/recruit.html>

Upload your application documents in PDF format to the designated URL and send notification to us at [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp).

※The University will send you an email confirming receipt of the documents after they have been uploaded. If you do not receive an email confirming receipt within two days (excluding weekends and national holidays) of uploading, send another email to [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp), as your application documents may not have been safely received.

(4) Please ask your referee to send the reference letter directly to [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp). The title of the email should read “Reference, Postdoctoral Teaching Fellow, [Applicant’s name]”

### 13. Contact address

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Tokyo University of Foreign Studies: js-caas

E-mail: [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp)

### 14. Miscellaneous

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- (1) Read “Mission” and “Grand Design” in “About TUFS” on the University website.  
<http://www.tufs.ac.jp/english/abouttufs/overview/>
- (2) The personal information contained in the documents submitted will not be used for any purpose other than the selection process.
- (3) Consideration may be given to the timing of the appointment if there are reasonable grounds.
- (4) The University is committed to promoting gender equality.
- (5) Measures to prevent passive smoking: Smoking is not permitted in university buildings (outdoor smoking area available)