

Open Position for a full-time non-tenured Language Lecturer in English
World Language and Society Education Center,
Tokyo University of Foreign Studies

Position	Language Lecturer
Number of positions	1
Status	Full-time (Non-tenured)
Affiliation	World Language and Society Education Center, Tokyo University of Foreign Studies
Teaching specialization	English as a Foreign Language
Research field	TEFL/TESL, or the Humanities/Social Sciences
Principal duties	<ul style="list-style-type: none"> (1) Teaching a minimum of eight 90-minute classes per week in English as a Foreign Language (to include both Speaking and Writing skills) (2) Offering advice to students concerning their studies (3) Preparing and scoring entrance examinations (4) Conducting demonstration classes and offering consultation to prospective students on the two Open Campus days in July/August and November (5) Writing letters of reference for students
Place of work	Tokyo University of Foreign Studies 3-11-1, Asahi-cho, Fuchu-shi, Tokyo
Change of duties and working place	None
Qualifications/ Requirements	<p>The applicant should:</p> <ul style="list-style-type: none"> (1) possess native-level English proficiency. (2) possess an MA in TEFL/TESL or the Humanities/Social Sciences. (3) have a minimum of three published works. (4) have previous experience of teaching at university/college level. (5) demonstrate a sense of dedication to the teaching of English as a Foreign Language.
Period of Employment	<p>From April 1, 2027 to March 31, 2030</p> <p>Three-year contract, renewable for additional two years (five years in total)</p>
Working conditions	<ul style="list-style-type: none"> (1) Salary To be determined according to the university's regulation within the range of 250,000 to 400,000 yen per month (2) Deductions from the salary Taxes (income tax, resident tax, etc.), insurance premium (health insurance, employee pension, employment insurance), etc

	<p>(3) Working hours 7 hours and 45 minutes per day, and 38 hours and 45 minutes per week (discretionary work system), excluding a 60-minute rest break per day</p> <p>(4) Holidays Saturdays, Sundays, Japan's national holidays, December 29 - January 3, summer holiday for 3 days (August), and other days specially designated by the university</p> <p>(5) Leaves Annual paid leaves shall be granted six months after the date of employment according to the university's regulations.</p> <p>(6) Social insurance Employees are required to join the scheme of the university's health insurance, employee pension, employment insurance and workers' accident compensation insurance.</p> <p>(7) Allowances Commuting allowance and other allowances shall be paid according to the university's regulations.</p> <p>(8) Bonus and retirement benefit None</p> <p>(9) Probation period The six-month period from the date of employment</p>
Application documents/materials	<p>The following application documents/materials should be sent by e-mail to: eng_tokunin2027@tufs.ac.jp</p> <p>(1) A CV (in English or Japanese)</p> <p>(2) A list of all publications to date (in English or Japanese)</p> <p>(3) Two copies each of three major publications</p> <p>(4) A sample syllabus (or teaching plan) to be written in English, for a one quarter Content and Language Integrated English course with an emphasis on academic speaking and writing skills (comprising fifteen 90-minute lessons for a class of 20 students at CEFR B1 level)</p> <p>(5) An essay of approximately 1000 words in English, outlining all past teaching experience and proposed future methods for teaching, in the case of selection for the position, at Tokyo University of Foreign Studies</p>
Deadline for applications	Friday, August 21, 2026 (Deadline for receipt)
Selection procedure	<p>(1) Selection will take place based on a review of the required application documents/materials and a subsequent interview for shortlisted candidates.</p> <p>(2) Candidates selected for interview will be notified of the date as soon as possible after the completion of the first selection stage. The interview</p>

	can be held online in early September.
Contact	Department of English eng_tokunin2027@tufs.ac.jp Tokyo University of Foreign Studies 3-11-1, Asahi-cho, Fuchu-shi, Tokyo 183-8534