

Associate Professor or Professor (Tenured) in Teaching English as a Foreign Language

1. Job title

1 Associate Professor or Professor (Tenured)

2. Affiliation

Graduate School of Global Studies

3. Teaching responsibilities and other duties

(1) Courses in Language and Culture Studies Course, Master's Program in Global Studies, Graduate School of Global Studies

(2) Undergraduate courses, including:

- Courses in the Global Liberal Arts Program (English Language Courses such as English language courses for English Majors, General English language courses, etc.)

- Courses in the Core Seminar Program at School of Language and Culture Studies (Introductory Courses, Survey Courses, Major Courses, including Teaching Methods Courses in the Teacher Training Program, etc.)

Other courses required depending on the academic year such as relay lectures

(3) Coordination and curriculum design of the TEFL Initiative Program, which is a collaborative graduate-level program among Tokyo University of Foreign Studies, Tsukuba University, and Sophia University.

4. Research field

Applied Linguistics, especially Teaching English as a Foreign Language (TEFL)

5. Qualifications

Prospective applicants are expected to possess a teaching and research ability in their specialized research fields and meet all the following requirements at the time of submitting the application documents.

Namely, applicants are expected to:

(1) hold a doctoral degree (including a degree equivalent thereto conferred in a foreign country);

(2) be able to teach courses in TEFL/TESOL in general (such as syllabus design, teaching methods, materials development, language testing, etc.) and be particularly knowledgeable in the teaching, testing, and materials development of language skills as well as in the Common European Framework of Reference for Languages;

(3) have native or near-native proficiency in English and be able to teach in English;

(4) have the ability to perform university responsibilities in Japanese (having Japanese citizenship is not required);

(5) have enthusiasm for English education and demonstrate a sense of dedication to all works related to the improvement of students' English proficiency;

(6) actively engage in educational and other university activities in accordance with the University's Mission, Grand Design and other policies, including University duties related to entrance examinations and duties related to the TEFL Initiative Program.

6.Scheduled employment date

October 1, 2024 or April 1, 2025

7.Treatment

(1) Salary

Annual salary system (the annual salary amount is based on work experience, performance, and other factors, and the annual salary amount divided by twelve months is paid monthly). Tax and co-payment of social insurance premiums (employment insurance premiums and mutual aid association premiums) shall be deducted.

(2) Work style

Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week, 7 hours 45 minutes per day)

(3) Holidays and leave

In accordance with the Employee Working Hours and Leave Regulations of Tokyo University of Foreign Studies.

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 on some of the aforementioned holidays designated as working days for operational reasons.

Leave: Annual paid leave, sick leave, special leave

(4) Social insurance

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employees' Pension Insurance, employment insurance, and workers' compensation insurance.

(5) Trial period

Yes (6 months)

(6) Retirement allowance

Yes

9.Application documents

(1) A Curriculum Vitae (using the form "Curriculum Vitae" designated by the University)

(2) A list of academic publications / presentations (using the form "List of academic publications / presentations" designated by the University.)

(3) Three major academic publications

- Single-authored or first-authored publications only.

- Please include your doctoral dissertation (including publications based on your doctoral dissertation).

- Please include at least one publication written in English in your three major achievements.

- The submission of additional documents may be requested during the selection process.

(4) Abstracts of the major academic publications (about one sheet each, using 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 of the form “A summary of previous teaching experience and research achievements and a statement of future teaching and research plans” designated by the University)
- (6) Your resolutions for being engaged in teaching, research, and operations of the University (in any form of A4-sized paper, horizontal writing, about 1,000 letters in Japanese or about 400 words in English)
- (7) Application form (using the form “Application Form” designated by the University)
- (8) Names, affiliations, job titles, and email addresses of two persons that we can refer to during the selection process (other than stakeholders of the University)

Please be sure to follow the instructions below:

- (9) Please download and fill in the application documents designated by the University from the following website.

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

- (10) Please prepare all the documents listed above, and compile them into a single PDF file in the order of (1), (2), (4), (5), (6), (7), and (8). Please name the file "xx XX (Call for applications for the faculty position in TEFL).pdf." Please enter the applicant's name in the place of "xx XX."

- (11) As for the major research achievements, it is expected that the amount of data will be large, so please make each research achievement into PDF data and upload it with the file name as shown in the example below.

"xx XX Major academic publications 1.pdf."

"xx XX Major academic publications 2.pdf."

"xx XX Major academic publications 3.pdf."

Please enter the applicant's name at the beginning of each file name.

10. Application deadline

The deadline for entry is 17:00 on Monday, January 15, 2024 (Japan Time)

The deadline for uploading the application documents is 17:00 on Monday, January 22, 2024 (Japan Time)

11. Application method

- (1) Please send an entry email, with the applicant's email address written in it, to 33ee@tufs.ac.jp. The subject of the email should be "Entry (Call for applications for the faculty position in TEFL)."

Entry deadline: 17:00 on Monday, January 15, 2024 (Japan Time)

- (2) After receiving the entry email, the University will send a message to the applicant's email address stating the URL to upload the application documents.

*If you are not notified of the URL for uploading within two days (excluding Saturdays, Sundays, and national holidays) after sending the entry email, please contact us at 33ee@tufs.ac.jp.

- (3) Please upload the application documents in PDF format to the designated URL.

Deadline for uploading the application documents: 17:00 on Monday, January 22, 2024 (Japan Time)

*After uploading, the University will send you an email to confirm receipt. If you do not receive a confirmation email within two days (excluding Saturdays, Sundays, and national holidays) after uploading, please contact us at

33ee@tufs.ac.jp.

12.Selection method

- (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, including those living overseas, may be conducted using an internet-based video calling system.
- (3) For the interview, the candidate may be asked to submit a syllabus in advance.
- (4) The candidate may be asked to conduct a mock class during the interview.
- (5) The interview will be held in late September.
- (6) Short-listed candidates will be invited to an interview by the University's executives around early February.
- (7) It will take at least 4 months from the application deadline to the final decision. Candidates will be notified of the result in mid-April, 2024.

13.Contact information

Hiroshi Sano, Professor and Head, Language and Culture Studies Course, Institute of Global Studies, Tokyo University of Foreign Studies

E-mail: 33ee@tufs.ac.jp

For inquiries, please send an email to the above address in Japanese.

14.Miscellaneous

- (1) Please check the website for the outline of the university.
<http://www.tufs.ac.jp/>
- (2) For the Tenure Track System Regulations, please refer to the following URL
http://www.tufs.ac.jp/common/is/soumu/kitei/09_90_17daigakuin_sougoukokusaigakukenyuuin_tenured-track_kitei.pdf
- (3) The personal information contained in the application documents will not be used for purposes other than this selection process.
- (4) If there is a good reason, consideration may be given with regards to the timing of starting the position.
- (5) The University is promoting gender equality.
- (6) Measures to prevent passive smoking: Smoking is prohibited on the premises (outdoor smoking areas available).
- (7) The University will be closed from Thursday, December 28, 2023 to Wednesday, January 3, 2024 for the year-end and New Year holidays. Please note that we will not be able to respond to inquiries during this period.