

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

1. Position

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2 Lecturers (Visiting Junior Lecturers or Visiting Lecturers)

2. Affiliation

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World Language and Society Education Center

3. Place of Employment

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3-11-1 Asashi-cho, Fuchu-shi, Tokyo; Tokyo University of Foreign Studies, Fuchu Campus

There is no possibility of a change in the work location immediately after hiring.

4. Teaching Responsibilities

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Lecturers will teach at least three 90-minute courses per week during the spring term and three 90-minute courses per week during the fall term, distributed as follows.

(1) Undergraduate courses in the School of Japan Studies (lectures and seminars)

(2) Graduate courses in the Japan Studies Master's Program

(3) Other duties related to TUFS' educational and research activities

Note: University duties will remain the same as the time of hiring.

5. Research Field(s)

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Japan Studies with a focus on society, history, or culture

6. Qualifications

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(1) Applicants must have already completed or be on track to complete their PhD by April 1, 2026, or possess equivalent qualifications e.g., significant research publications, advanced scholarly achievements.

(2) Applicants must, at some point since April 1, 2021 (within the last five years), have been affiliated, either as a postgraduate student or employee, with one of TUFS' partner institutions.

(3) Applicants must have demonstrable teaching experience in the field of Japanese society, history, and/or culture, and be able to teach classes in English. This includes applicants who have worked as teaching assistants, led seminars, or conducted academic tutorials.

(4) Applicants must be able to carry out educational activities in accordance with TUFS' educational philosophy and actively participate in university events, operations, management, etc.

## 7. Term of Employment

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- (1) Date of appointment: April 1, 2026
- (2) Employment period: 2 years (non-renewable, no possibility of reappointment)

Note: The first six months of employment will be a probationary period.

## 8. Salary and Benefits

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- (1) Salary: Monthly salary of 380,000 to 420,000 yen (annual salary of 4.5 to 5 million yen). The final amount will be determined based on work experiences and performance according to TUFS' Employment Regulations for Specified Fixed-term Employees.
- (2) Working hours: According to the Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week / 7 hours 45 minutes per day)
- (3) Holidays and leave  
Regular holidays include Saturdays, Sundays, national holidays, year-end and New Year holidays (December 29 to January 3), and other university-designated holidays including the university-wide summer break. Work may occasionally be required on these days in exceptional circumstances.  
Paid vacation days become available after completion of the six-month probationary period, in accordance with TUFS' Employment Regulations for Specified Fixed-term Employees.  
Leave: Applications for leave of absence will be handled in accordance with TUFS' Employment Regulations for Specified Fixed-term Employees.
- (4) Social insurance: Health insurance, welfare pension, employment insurance and worker's compensation insurance.
- (5) Allowances: When applicable, the following allowances may be provided: dependent allowance, housing allowance and commuting allowance (not available for residents of the TUFS International Residence). Bonuses and severance pay are not provided.
- (6) Travel expenses: For those recruited from overseas, arrival and return travel expenses will be provided.  
\*For those who are dispatched to Japan from their overseas home institution and will return to that institution after completing their term, return travel expenses will be provided.
- (7) Other conditions of employment will be based on TUFS' Employment Regulations for Specified Fixed-term Employees.

## 9. Application Documents

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Please submit the following documents in Japanese or English:

- (1) Curriculum vitae. (Use the designated form "Curriculum Vitae.")
- (2) List of academic publications/presentations. (Use the designated form "List of Academic Publications/Presentations.")
- (3) Up to three pieces of academic writing (Including a chapter of the doctoral dissertation)  
- Must be single-authored or first-authored works.

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- Applicants who have completed their PhD should send the complete final version of their dissertation.
  - Additional materials may be requested during selection.
- (4) Abstracts of the pieces of academic writing in (3) (Use the designated form “Abstracts of the Pieces of Academic Writing”)
  - (5) Summary of previous teaching experience and research achievements, including a statement of future teaching and research plans. (Use the designated form “A Summary of Previous Teaching Experience and Research Achievements and Statement of Future Teaching and Research Plans.”)
  - (6) Statement of motivation describing your interest in teaching, researching, and working at TUFS. (Free format. Statements must be no longer than 1,000 characters in Japanese or 400 words in English.)
  - (7) Letter of recommendation from a past or present full-time faculty member at one of TUFS’ partner institutions, addressing the applicant’s suitability for the position.

#### 10. Application Method

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Only applicants with current or previous affiliation to TUFS partner institutions are eligible to apply.

#### 11. Selection Method

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- (1) Selection will be based on a document review and interview.
- (2) Candidates who pass the document screening will be invited for an interview via video conference. All interview-related expenses must be covered by the candidate.
- (3) Shortlisted candidates may be asked to submit syllabi and other documents in advance of the interview.
- (4) Interviews will be held in mid-July or August.

#### 12. Application Deadlines

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Applicants must complete two steps:

1. Submit an entry email by May 23, 2025, 17:00 JST
2. Upload all application documents by May 30, 2025, 17:00 JST

#### 13. Application Procedures

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- (1) Initial application: Applicants should submit an entry email to [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp). The email subject line must be “Entry (Postdoctoral Teaching Fellow)”.
- (2) Document submission process: Following receipt of the entry email, the university will provide applicants with a URL for uploading application materials. If no URL is received within two business days (excluding weekends and national holidays), applicants must contact [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp), as the original email may not have been received.
- (3) Application materials: The designated application forms are available at:  
<https://www.tufs.ac.jp/english/other/recruit.html>  
All materials must be uploaded in PDF format. Upon completing the upload, applicants should send

an email [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp).

The university will send a receipt confirmation within two business days. If no confirmation email is received please contact [js-caas@tufs.ac.jp](mailto:js-caas@tufs.ac.jp), as your application documents may not have arrived.

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

#### 14. 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)

#### 15. Miscellaneous

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- (1) Before applying please review TUFs’ mission statement and institutional design at: <https://www.tufs.ac.jp/english/abouttufs/overview/>
- (2) Personal information in application materials will be used only for selection purposes.
- (3) Consideration may be given to the timing of the appointment if there are reasonable grounds.
- (4) TUFs actively promotes gender equality.
- (5) The university maintains a smoke-free campus policy. A designated outdoor smoking area is available.