

Czech Culture and Czech Language

1. Job title

Associate Professor or Lecturer (Tenure-track faculty)

2. Affiliation

(Associate Professor) Graduate School of Global Studies

(Lecturer (Tenure-track faculty)) World Language and Society Education Centre

3. Place of Work

(Immediately after hiring) Tokyo University of Foreign Studies, 3-11-1 Asahi-cho, Fuchu-shi, Tokyo

(Scope of changes) No changes

4. Teaching responsibilities

(1) Graduate-level courses, including classes in Language and Culture Studies, in the Master's Program in Global Studies of the Graduate School of Global Studies
-The graduate school faculty council will examine and determine whether the candidate will be in charge of doctoral courses.

(2) Undergraduate level courses, including:

-Classes in the Global Liberal Arts Program (Major Language Courses (Czech), Regional Foundation Courses, etc.)

-Classes in the Core Program of the School of Language and Culture Studies (Introductory Courses, Survey Courses, courses of specialization, etc.)

-The faculty member may be asked to teach additional classes depending on the academic year, and/or to participate in a lecture series

(3) Duties regarding education, research, entrance examinations, social services, and management of the University

5. Research fields

Czech Studies (Czech Culture and Czech Language)

6. Qualifications

We seek a candidate who can teach and guide students' research projects in the applicants' areas of specialization, and who meets all of the following requirements at the time of the submission of application documents:

(1) A doctoral degree (or an equivalent degree conferred in any country), or individuals who can submit a concrete plan clearly demonstrating that they will obtain their doctoral degree.

(2) Individuals specializing in the Czech Studies (arts, literature, music, linguistics, etc.)

(3) Individuals with advanced proficiency in Czech.

(4) A person capable of responsibly undertaking Czech language education as a major at our university.

(5) Preference is given to those who can teach in either Japanese or English.

(6) Nationality is not a requirement, but applicants must be able to perform administrative works without difficulty in Japanese.

(7) Willingness to engage actively in educational and other University activities in accordance with the University's mission, grand design, and specific policies.

7. Scheduled employment date

April 1st 2027

8. Term of office

(Associate Professor) Full-time (Tenured)

(Lecturer (Tenure-track faculty)) Four years from the employment date

If tenure is granted after the review in the fourth year, the status will be transferred to a faculty member with no fixed term of appointment. If tenure is not granted, the term of appointment may be extended for up to one year in preparation for moving out, etc.

9. Treatment

(1) Salary

Annual salary system (the annual salary is based on work experience, performance, and other factors, and the annual salary, 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: As a general rule, Saturdays, Sundays, national holidays, and the end-of-the-year and New Year holidays (from December 29th to January 3rd). 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

10. 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.

- Applicants holding a doctoral degree must submit the doctoral dissertation (or a publication based on the dissertation) and two other items. Applicants who have not yet obtained a doctoral degree must submit a detailed plan for pursuing the degree, in addition to the primary research achievements listed above.

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

(4) Abstracts of three major academic publications (about one page each, using the form "Abstracts of academic publications" designated by the University)

- Please describe each of the three major publications mentioned in (3) above (in 800 letters in Japanese or about 300 words in English).

(5) A summary of previous teaching experience and research achievements and a statement of future teaching and research plans (two pages or less, using 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 engaging in teaching, research, and duties of the University (in any form on 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 can be referred to during the selection process (other than stakeholders of the University)

Please be sure to follow the instructions below:

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

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

2) 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). Name the file "xx XX (Czech Culture and Czech Language Teacher Recruitment).pdf." Replace "xx XX" with the applicant's full name.

(3) As for the major research achievements, the amount of data is expected to be large, so please convert each research achievement into a PDF 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 replace "xx XX" with the applicant's full name at the beginning of each file name.

11. Application deadline

The deadline for entry is Monday, April 13th, 2026, at 5pm (Japan Time).

The deadline for uploading the application documents is Monday, April 20th, 2026, at 5pm (Japan Time).

12. Application method

(1) Please send an entry email to igs-jinji2706@tufs.ac.jp with the applicant's email address written in it. The subject of the email should be "Entry (Czech Culture and Czech Language Teacher Recruitment)."

Entry deadline: Monday, April 13th, 2026, at 5pm (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 igs-jinji2706@tufs.ac.jp .

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

Deadline for uploading the application documents: Monday, April 20th, 2026, at 5pm (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 the application documents, please contact igs-jinji2706@tufs.ac.jp .

13. Selection method

1) Selection will be carried out through paperwork screening and interviews.

2) Interviews will be conducted for applicants who pass the document screening, and related expenses shall be borne by the applicant. In unavoidable circumstances, interviews may be conducted online.

3) Shortlisted candidates are required to submit a syllabus and teaching materials in advance of the interview.

4) The interview includes a teaching demonstration.

- 5) The interview with shortlisted candidates will be held in late May.
- 6) The final candidate will be invited to an interview by the University Executive Board around early to mid- September.
- 7) The selection results will be announced around the end of September.

14. Contact information

Institute of Global Studies Administrative Division, Tokyo University of Foreign Studies

E-mail: igs-jinji2706@tufs.ac.jp

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

15. Miscellaneous

- (1) Please check the website for the outline of the university.

<http://www.tufs.ac.jp/>

- (2) The personal information contained in the application documents will not be used for purposes other than this selection process.

- (3) If there is a good reason, consideration may be given with regard to the timing of starting the appointment.

- (4) The University promotes gender equality.

- (5) Measures to prevent passive smoking: Smoking is prohibited on the premises (outdoor smoking areas available)

16. Nota bene

This document is made in Japanese and translated into English. The Japanese text is the original, and the English text is for reference purposes. If there is any conflict or inconsistency between these two texts, the Japanese text shall prevail.