

Call for Applications for the Position of Lecturer or Associate Professor (Linguistics/Japanese Linguistics), Institute of Japan Studies, Tokyo University of Foreign Studies

1. Job Title

Lecturer or Associate Professor (one position)

2. Affiliation

Institute of Japan Studies

3. Place of Employment

Tokyo University of Foreign Studies, Fuchu Campus

3-11-1 Asahi-cho, Fuchu-shi, Tokyo, Japan

Note: There will be no change to the work location after hiring.

4. Duties and Responsibilities

(1) Teaching and administrative duties for M.A. level courses in the Graduate School of Global Studies. (Assignments for Ph.D. courses will be determined by the Graduate School Faculty Meeting).

(2) Teaching and administrative duties for the School of Japan Studies.

(3) Teaching and administrative duties for undergraduate courses in the Global Liberal Arts Program.

(4) Other duties related to education, research, social contributions, and university operations.

Note: The scope of duties will remain the same as at the time of hiring.

5. Research Field(s)

Linguistics/Japanese Linguistics (particularly lexicology or semantics)

6. Qualifications

Applicants must possess a high level of educational and research competence in the relevant field and meet all of the following requirements at the time of application:

(1) A doctoral degree (including an equivalent foreign degree) with outstanding research achievements.

(2) The ability to teach courses in Linguistics/Japanese Linguistics (lexicology, semantics, etc.). Applicants with knowledge of Japanese language education will be highly regarded.

(3) There are no nationality requirements. However, the ability to supervise students and

perform university duties in both English and Japanese is required. In addition, the ability to teach “Introduction to Japanese Linguistics” courses held in English to beginners in Japanese linguistics will be highly regarded.

(4) The ability to engage proactively in educational and other university activities consistent with the University’s Mission and Grand Design.

7. Scheduled Start Date

April 1, 2027

8. Treatment

- (1) **Salary:** Annual salary system--approximately annual amount 5.5 million to 8 million yen--is determined based on work experience, performance, and other factors; one-twelfth of the annual amount is paid monthly). Taxes and employee contributions to social insurance (employment insurance premiums and mutual aid association premiums) will 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 TUFS regulations on working hours and leave.
Holidays: Generally, Saturdays, Sundays, national holidays, and the year-end/New Year holidays (December 29 –January 3). You may be required to work on some designated holidays for operational reasons.
Leave: Annual paid leave, sick leave, special leave.
- (4) **Social insurance:** Membership in the MEXT Mutual Aid Association, Employees’ Pension Insurance, Employment Insurance, and Workers’ Accident Compensation Insurance.
- (5) **Trial period:** 6 months from the date of employment.
- (6) **Allowances:** Dependent, housing, commuting allowances etc. will be provided if eligibility requirements are met. A retirement allowance will be paid separately upon retirement.

9. Application Documents

Please prepare the following documents in either Japanese or English.

- (1) Curriculum Vitae (designated TUFS form)
- (2) List of Academic Publications and Presentations (designated TUFS form)
- (3) Three major academic publications
- only single-authored or first-authored works.

- additional material may be requested during selection.

- (4) Abstracts of the above major academic publications (designated TUFFS form, one page each)
- (5) Summary of Previous Teaching and Research Achievements and Statement of Future Teaching and Research Plans (designated TUFFS form, up to two pages).
- (6) Statement of Intent regarding your contribution to education, research, and the administrative operations of the University (free format, A4, horizontal writing, approx. 1,000 Japanese characters or 400 English words).
- (7) Application Form (designated TUFFS form)
- (8) Contact Details of two referees (excluding TUFFS faculty) who can comment on your academic achievements and suitability (designated TUFFS form)

Notes:

- 1) Please download the designated forms from:

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

- 2) Prepare items (1) – (8) (excluding (3))* see below), and upload to the designated URL by the submission deadline.

- 3) Submit each of the three major publications ((3) above) as separate PDF files named as follows:

Example: “[Name]_MajorPublication1.pdf”, “[Name]_MajorPublication2.pdf”.

*Note: Please be sure to include your name exactly as written in your application materials.

10. Application Deadlines

Entry deadline: 17:00 (JST), Friday, June 5, 2026

Document upload deadline: 17:00 (JST), Friday, June 12, 2026

11. Application Method

- (1) Send an email including your own email address to jinja-js2602@tufs.ac.jp. Subject line: *Entry (Linguistics/Japanese Linguistics) [Applicant's Full Name]*. *Note: Please be sure to include your name exactly as written in your application materials.

- (2) Upon receipt of the entry email, the University will send an upload URL to the email address provided.

*If you do not receive the URL within two working days (excluding weekends and national holidays), please contact jinja-js2602@tufs.ac.jp.

- (3) Upload the application documents in PDF format to the designated URL and notify jinja-js2602@tufs.ac.jp by email after submission.

*A confirmation email will be sent after we verify receipt. If you do not receive it within two days, please contact jinja-js2602@tufs.ac.jp.

12. Selection Method

- (1) Selection will be conducted through document review and interviews. The interview will include a mock lesson.
- (2) Shortlisted candidates will be invited to an interview (expenses borne by the candidate).
- (3) Candidates may be asked to submit syllabi (English and Japanese) in advance.
- (4) The interview will be conducted in English and Japanese. Shortlisted candidates will be notified of details separately.
- (5) Interviews are scheduled between July and August 2026.
- (6) Final interviews with the University's executive board are scheduled for early- to mid-October 2026.

13. Contact

Institute of Global Studies Office, Tokyo University of Foreign Studies

E-mail: jinja-js2602@tufs.ac.jp

Please direct inquiries to the above email address.

14. Miscellaneous

- (1) For details about TUFs and its Mission and Grand Design, please visit <https://www.tufs.ac.jp/english/>
- (2) Personal information in the application will be used solely for recruitment purposes.
- (3) TUFs promotes gender equality.
- (4) Measures to prevent passive smoking: Smoking is prohibited on campus (designated outdoor smoking areas are available).

15. Note

This document has been translated from the original Japanese. In case of any discrepancies, the Japanese version shall prevail.