

# Otsuma Women's University, Position for Assistant Professor or Associate Professor of English with Native-Speaker Proficiency

Department: Faculty of Letters, Department of English

Content of work:

(1) Teach six English Department courses per semester (two semesters per year; each class meets weekly and is 90 minutes in duration)

Expected courses:

Topic Writing & Speaking 1, 2 (first-year students)

Topic Writing and Speaking 3, 4 (second-year students)

Seminar 1, 2 (third-year students) and Seminar 3, 4 (fourth-year students)

Advanced Speaking (third- and fourth-year students)

Academic Writing for post-graduate students (if qualified)

(2) Participate in faculty and departmental meetings

(3) Assist in the performance of designated committee assignments

Research field:

Human Science

Job type

Mid-level Researcher

Rank

Full-time (Nontenured)

(1) Assistant Professor (jokyo): Three-year term, renewable once; possibility of tenure upon promotion to Associate Professor within two three-year terms.

(2) Associate Professor (junkyoju): Automatic tenure track upon employment.

Starting date

2009/04/01 -

Application materials

(1) Curriculum vitae: 1 copy, in English (and also in Japanese if possible), following the Otsuma format and including a recent photograph of the applicant, and contact phone number or e-mail address. The application must bear the applicant's signature and, if possible, his or her seal (inkan), and also indicate the date of signing. Forms are downloadable at <http://www.otsuma.ac.jp>.

(2) List of publications in the following order:

I. Books, II. Articles, III. Others, IV. Presentations. Forms are downloadable as above.

(3) Three articles (off-prints or photocopies) or photocopied section(s) of book(s).

(4) Three sample course descriptions from the past two years, if you have taught at universities, colleges, or vocational schools.

(5) An 800-word (or 1000-ji) statement of your teaching philosophy and aspirations, based on your teaching experience and related professional activities; in it describe what overall teaching approach and purpose you would bring to Otsuma should you be selected for this position.

(6) A rough syllabus for either of the following two courses (your choice): Seminar 3 and 4, in which the fourth-year students must write a graduation thesis of ideally 25 or more pages in English on an academic topic and in academic style, or Advanced Speaking (third- and fourth-year students). Please note that each term or semester has fifteen class meetings, one per week, for a total of thirty class meetings per academic year.

(7) Two references.

Please send application materials by registered mail (kakitome) or takuhaibin, with "Application for English Department Professorship" in red ink marked on the front of the envelope, to:

Professor Kobayashi Masao, Chair Department of English Otsuma Women's University 12, Sanban-cho, Chiyoda-ku Tokyo-to 102-8357 (telephone 03-5275-6068)

#### Content of selection

Successful applicants will be contacted for a personal interview. (Please note that the University regrets it can not reimburse any costs of transportation or accommodation incurred for purposes of the interview).

#### Additional information

Please be assured that your personal information will be treated in the strictest confidence and used only for the purpose of screening your application.

We regret we cannot accept telephone calls or faxes.

For more information, examples of required materials, or more about the Department of English and its mission, please go to <http://www.otsuma.ac.jp>.