

March 10, 2008

To: University Presidents and Heads of Organizations

Toshiaki Koso, President  
Sophia Junior College

## Faculty Position Available

The Department of English Language at Sophia Junior College has an opening for one full-time, faculty member. We would appreciate your cooperation in making this information available to qualified individuals.

### 1. Courses to be taught:

English as a Foreign Language (listening, speaking, reading, writing), Seminar (including graduation thesis), and lecture courses such as Bilingual Education, Teaching English to Children (theory and practice), Children's Literature, or other lecture courses relevant to the curriculum of Sophia Junior College

### 2. Rank: Associate Professor (*junkyouju*) or Assistant Professor (*jokyou*)

### 3. Period of Employment:

Associate Professor: Tenured

Assistant Professor: A tenure review will be held at the end of the first three years provided that the Assistant Professor has fulfilled the requirements for promotion as stated in the School Regulations. If tenure is not awarded at that time, a second tenure review will be held two years later. If tenure is not awarded, employment will terminate at the end of the fifth year.

### 4. Qualifications:

- (1) Applicant must fulfill the qualifications stated in the Sophia Junior College School Regulations (attached).
- (2) As this college is founded on Christian principles (Catholic), the applicant should have an understanding of the college's Christian mission and should be able to cooperate to attain our school goals.
- (3) There is no restriction on the applicant's nationality.
- (4) The applicant must be a native speaker of English and have a command of the Japanese language good enough to carry out administrative duties and serve as an academic advisor to students. Courses may be taught in English.

**5. Documents to submit:**

- (1) Curriculum Vitae (*rirekisho*) and List of Professional Accomplishments (*kyouiku kenkyuu gyousekisho*). Use the designated forms that can be downloaded from the college's home page: <http://www.jrc.sophia.ac.jp/>  
Proof of academic degrees received must be attached (copies of diplomas or transcripts).
  - (2) Copies or offprints of 3-5 of your main publications (books, academic papers, etc.)
  - (3) Please provide the names and contact information of two people who can provide references. If possible, include one letter of recommendation with your application.
- ※ Submitted documents will not be returned.

**6. Salary:** Based on the regulations of the Sophia School Corporation.

**7. Deadline:** All documents must be *received* by Wednesday, April 30, 2008. Send by registered mail (*kakitome yuubin*).

**8. Selection process:**

- (1) Screening of submitted documents to identify qualified applicants
- (2) Interview in both English and Japanese of short-listed candidates
- (3) Demonstration lesson or lecture
- (4) Applicants informed by mail of the final decision in July

**9. Date of employment:** September 1, 2008 (preferred) or April 1, 2009

**10. Where to send the documents:**

Prof. Toshiki Takano  
Department of English Language  
Sophia Junior College  
999 Sannodai, Kami-Otsuki  
Hadano-shi, Kanagawa-ken 257-0005

※ On the envelope, write in red letters “**Faculty Position Document Enclosed**”

Telephone: 0463-83-9331

Fax: 0463-81-7809

Sophia Junior College Website: <http://www.jrc.sophia.ac.jp>

**Sophia Junior College**  
**Qualifications for Employment of Full-time Faculty Members**  
**[Abbreviated]**

**Article 4.** A person to be employed at the rank of Professor (*kyouju*) must meet the requirements of one of following categories:

- (1) A person having previous employment at a university or junior college (hereafter “university”) as a Professor.
- (2) A person having at least seven years of employment at the rank of Associate Professor (*junkyouju* or *jokyouju*) and an acceptable record of research, educational accomplishments and contributions to the administration of a university.
- (3) A person with a doctorate (including a doctorate earned at foreign university that is equivalent to a doctorate earned in Japan) and experience with university education equivalent to items (1) and (2) above (or promise as a researcher and educator in lieu of such experience).
- (4) A person having a record of employment, publications (books, academic papers), and other academic accomplishments equivalent to the qualifications described above.

**Article 5.** A person to be employed at the rank of Associate Professor (*junkyouju*) must meet the requirements of one of following categories:

- (1) A person having met the qualifications for Professor (*kyouju*) as stated in Article 4.
- (2) A person having previous employment at a university as an Associate Professor (*junkyouju* or *jokyouju*).
- (3) A person having at least three years of employment at the rank of Assistant Professor or Lecturer (*jokyou* or *sennin-koushi*) and an acceptable record of research, educational accomplishments, and contributions to the administration of a university.
- (4) A person having a record of employment, publications (books, academic papers), and other academic accomplishments equivalent to the qualifications described above.

**Article 6.** A person to be employed at the rank of Assistant Professor (*jokyou*) must meet the requirements of one of following categories:

- (1) A person having previous employment at a university as an Assistant Professor or Lecturer (*jokyou* or *sennin-koushi*).
- (2) A person having completed doctoral studies (ABD “all but dissertation”), or a person having a master’s degree and at least three years of teaching experience, and an acceptable record of research and of teaching ability.
- (3) A person having a record of employment, publications (books, academic papers), and other academic accomplishments equivalent to the qualifications described above.
- (4) Employment at the rank of Assistant Professor is limited to five years.