To:
Presidents of relevant universities
Deans of relevant universities
Heads of relevant organizations

Yoshihiko Saito
Dean, Faculty of Economics
Dokkyo University

Openings for part-time lecturers in the Interdepartmental English Language Program

1. Position: Part-time lecturer
2. Number of positions: Multiple
3. Classes to be taught: Academic Listening Strategies, Academic Reading Strategies, etc.
4. Teaching days: Monday, Tuesday, Wednesday, Thursday, Friday (1 or 2 days per week)
5. Appointment: Beginning on April 1, 2015
6. Term of employment: 1 year (until March 31, 2016); renewable yearly
7. Qualifications and application requirements:
   (1) Master’s degree or higher, with experience teaching at a university or equivalent institution
   (2) Specialization in English education, applied linguistics, or related field
   (3) Native speaker of Japanese with English ability sufficient for teaching in English
       Native speaker of English with Japanese ability sufficient for handling university-related
       administrative matters
   (4) Instructors who already have an appointment with another English program at Dokkyo University
       cannot apply for this position
8. Departmental affiliation: Teachers will belong to the Faculty of Economics, but will teach courses in the
   Interdepartmental English Language Program (See “Additional information” below)
9. Application process
   Materials:
   Materials 2 and 3 below should be typed on our forms downloadable at:
   http://www.dokkyo.ac.jp/recruit/index_j.html
   (1) Cover letter (include e-mail address, possible teaching day(s) and times, list of courses taught and
       textbooks used)
   (2) Curriculum Vitae (with photo attached)
   (3) List of publications and research/educational activities
   (4) Copy or offprint of one representative research publication (besides master’s thesis)
   (5) Copy of the applicant’s final degree certificate/diploma
   (6) Copy of certificate of English / Japanese proficiency (TOEIC, TOEFL, or Japanese-Language
       Proficiency test, etc.)
Deadline: February 7, 2015 (Saturday)

Address:
Applications should be sent to:
Office of the Faculty of Economics
1-1 Gakuen-cho, Soka, Saitama 340-0042

Please write “Application materials for part-time position in the Interdepartmental English Language Program” on the envelope in red. As a rule, application materials will not be returned. However, if the applicant wishes the materials to be returned, a stamped self-addressed envelope should be enclosed with the application.

10. Selection process
Short-listed candidates will be invited to an interview on February 14, 2015 (Saturday).
Please note that transportation expenses will not be reimbursed.

11. Notification of results
Successful candidates will be notified directly. Applicants’ personal information will be handled with the utmost care, and will not be used for any purpose other than selection.

12. Inquiries
Prof. Mari Tsujita
Lecturer, Faculty of Foreign Languages
Chair, Interdepartmental English Language Program

13. Additional information
(1) The Interdepartmental English Language Program is a coordinated program that stresses “English for General Academic Purposes” (EGAP). Students from the following faculties and departments take courses in the program: Faculty of Foreign Languages (Depts. of German and French), Faculty of Economics (Depts. of Economics, Management Science, and Economics on Sustainability), and Faculty of Law (Depts. of Law, International Legal Studies, and Policy Studies). We seek to hire cooperative teachers who understand the goals and objectives of the program and participate actively to achieve them.

(2) See the university homepage (Employment information) for more information:
http://www.dokkyo.ac.jp/recruit/index_j.html