

**Announcement of Fixed-Term Faculty Position
Foreign Language Institute
Kanazawa University**

The Foreign Language Institute, Kanazawa University (KU) invites applications for a fixed-term faculty position as associate professor or assistant professor.

1. Open Position: Fixed-term associate professorship or assistant professorship

2. Number of Positions: One

3. Affiliation: Foreign Language Institute, Kanazawa University

4. Main Duties:

- 1) Teaching up to 8 undergraduate English courses per week. The courses to be taught include, but are not limited to, English for Academic Purposes and preparation for international English tests such as TOEIC, TOEFL, and IELTS in the KU common education (liberal arts) curriculum
- 2) Designing/planning and coordinating English language courses in the KU common education (liberal arts) curriculum
- 3) Developing teaching materials for English language courses in the KU common education (liberal arts) curriculum
- 4) Undertaking administrative and other duties as required by the head of the department

5. Qualifications:

Applicants should:

- 1) be native speakers of English (or equivalent).
- 2) have at least 5 years of experience teaching English to undergraduates at Japanese universities.
- 3) hold a master's degree (or equivalent).*

*Applicants without a master's degree are required to have at least 10 years of experience teaching English to undergraduates at Japanese universities, rather than the 5 years called for in qualification #2.

- 4) have at least 3 years of experience teaching English for Academic Purposes or teaching preparation for international English tests (TOEIC, TOEFL, IELTS) at Japanese universities.
- 5) have research interests in the areas of foreign language education, intercultural communication, or overseas study promotion.
- 6) have experience in the development of teaching materials and/or curricula.

The successful candidate is required to reside in Kanazawa or in its surrounding areas during employment.

6. Period of Employment:

From August 1, 2015, or the earliest possible date after it, to March 31, 2018 (with renewals possible until March 31, 2024)

This position is subsidized by a project funded by the Japanese government, titled the Top Global University Project. The project continuity is subject to the Japanese Ministry of Education (the MEXT)'s assessments in FY2017 and FY2020. If the candidate hopes to continue employment, the on-campus committee shall make decisions, based on a performance evaluation, about the employment from 2018 to 2020 during FY2017 and about the employment from 2021 to 2023 during FY2020.

7. Salary and Benefits:

Salary and benefits are specified in Kanazawa University's regulations. For further information, see the university's website (in Japanese only):

http://www.adm.kanazawa-u.ac.jp/ad_syomu/jyouhoukoukai/soshiki/special.pdf

Position and salary are commensurate with the candidate's academic and employment experiences.

8. Application Documents:

1) A current CV*

*If your highest degree was earned online, please mark it as such.

2) A list of at least 5 courses previously taught, the titles of textbooks used, and the targeted academic year (e.g., freshman, sophomore) with a brief description of each of the courses

3) Samples of syllabi for 2 of the 5 courses above*

*Of the 2 samples, at least one must be a syllabus for English for Academic Purposes or preparation for international English tests (e.g., TOEIC, TOEFL, IELTS).

4) A list of educational and research achievements, including (if any) details of any competitive research funds the applicant has received

5) One copy of a publication such as a book, published paper, teaching materials, etc. with a summary/abstract

6) An essay explaining the applicant's experiences in teaching English as a second language at Japanese universities and future aspirations at Kanazawa University (1 page of A4 size paper, free format)

7) Two reference persons' contact details: include their names, affiliations, official positions, contact addresses, phone numbers, and email addresses

If necessary, candidates may be asked to submit additional materials.

Remember that all the documents listed above are required. Incomplete applications will not be considered.

9. Application Deadline:

Application documents must arrive no later than May 22, 2015.

Please send all the documents by registered mail to:

Professor Shigeyasu Sawada
Head of the Foreign Language Institute
Kanazawa University
Kakuma-machi, Kanazawa, Ishikawa 920-1192, Japan

The application materials should be marked "Job Application" in red on the envelope.

The submitted documents will not be returned unless requested. Applicants who wish to have their documents returned must enclose a self-addressed, stamped envelope.

10. Review Procedure:

After careful examination of the submitted documents, short-listed candidates will be called for an interview and a teaching demonstration at Kanazawa University. At that time, please bring one copy of the diploma for the highest degree earned.

Please note that applicants must come for the interview and the teaching demonstration at their own expense: They will not be reimbursed by the University.

11. Contact Person:

Professor Emiko Kobayashi
E-mail: ekobaya@staff.kanazawa-u.ac.jp
Fax: +81 076 264 5993

12. Additional Information:

- 1) Kanazawa University is to introduce a new curriculum for its common education (liberal arts) courses in the 2016 academic year. The main educational duties of the successful candidate, thus, are to be done in the new curriculum. In the 2015 academic year the candidate will teach English classes in the current curriculum.
- 2) Kanazawa University actively promotes a gender-equal workplace. For details, see the university's website at:

<http://cdl.w3.kanazawa-u.ac.jp/index.html>