[Title]
Instructor of English as a Foreign Language

[Institution]
Faculty of Commerce, Chuo University

[Job type]
Associate Professor/Lecturer (full-time) level

[Employment status]
Full-time (Non-tenured)
Five-year contract (renewable for up to 10 years total by mutual agreement)

[Starting Date]
April 1, 2016.

[Area of Specialty]
Humanities

[Qualifications and Experience]
Essential:
- Native-level English proficiency
- A master’s degree or above
- Minimum one year experience of teaching English at a university or college in Japan
- Minimum one published research article
- Sufficient Japanese for handling university-related administrative matters

Desirable:
- Knowledge of TESOL
- Experience of teaching TOEFL
- Experience of working in business

[Duties]
- Teaching eight English classes a week to undergraduate students
  (Including one lesson per week to first-year students who will study abroad, and two
  lessons per week to second-year advanced class students)
- Being present at the university four days a week during term time
- Participating in regular meetings for English teachers
- Writing examinations

There will be no faculty committee work or attendance at faculty meetings

[Conditions]
Annual salary:
Based on the university pay scale (dependent on qualifications and experience).
Salary increases are possible when the contract is renewed.

Benefits:
Relocation allowance, transportation expenses, and access to health insurance.
[Application Materials]
1) A resume/CV
2) A list of publications and presentations
3) A list of two referees (including their names, positions, e-mail addresses and phone numbers)
   [ 1, 2, and 3 need to be filled in on an official Chuo University form. Download this form from the university’s website (http://www.chuo-u.ac.jp/aboutus/recruit/)]
4) Copies of certificates showing academic qualifications
5) Copies of one major research article published in an academic journal (three sets)
6) A syllabus for a TOEFL (Speaking and Writing) Course consisting of 15 90-minute sessions
   (Assume there are twenty Japanese students in the class, and they are at TOEFL iBT 40 level)

Please submit materials by registered mail to:
   Prof. Hisashi KAWAI, Dean
   Faculty Office, Faculty of Commerce, Chuo University,
   742-1 Higashinakano, Hachioji-shi, Tokyo
   192-0393, Japan

   • Please write “Job Application (English)” in red on the envelope.
   • Please note that application materials cannot be returned.
   • The selected candidate will need to submit a medical certificate.

For all queries, please contact tokunin-e@tama.js.chuo-u.ac.jp

[Deadline]
May 20, 2015 (as indicated by the postmark on the envelope)

[Selection process]
June/July: Notification of the results of the applications

July: Successful candidates will be invited for interviews and asked to teach sample classes at Chuo University, Tama campus.

July: Notification of the results of the interviews

*Candidates invited for interviews will receive a flat 2,000 yen to cover transportation.*