

**[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](mailto: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.