

Limited-Contract Teaching Position, Beginning April 2016
English Division, Faculty of Global and Regional Studies, Doshisha University

May 13, 2015

The Faculty of Global and Regional Studies at Doshisha University in Kyoto will have two openings for a five-year limited contract position, beginning in April 2016.

Rank: Assistant Professor, Associate Professor or Professor, depending on qualifications

Contract period: From April 1, 2016 to March 31, 2021 (non-renewable)

Qualifications and application conditions (all of the following must be satisfied):

- 1) First language is English
- 2) Holder of a Master's degree or above in the area of English language education (TESOL) or in an academic field related to any English-speaking culture
- 3) At least three years' English teaching experience at the university level
- 4) Sufficient Japanese proficiency for general administrative tasks
- 5) Resident of the Kinki area of Japan during the contract period
- 6) At least three academic publications

Responsibilities:

- 1) Courses: English and/or culture-related courses, at all undergraduate levels and for all faculties in the university
- 2) Teaching load: A minimum of eight 90-minute classes per week, spread over five days
- 3) Administrative responsibilities: Involvement in curriculum design and planning; language counseling; registration, invigilation and entrance examination duties; and contributions to the study-abroad programs

Application materials:

- 1) Curriculum vitae (履歴書, *rirekisho*), a list of academic publications (業績書, *gyosekisho*) and a list of your previous work experience within the Doshisha (職務経歴報告書, *shokumukeireki houkokusho*) [if not applicable, please write “なし”], for which the necessary forms can be downloaded from the University home page: <http://www.doshisha.ac.jp/en/doshisha/recruit.html>
- 2) Offprint/copy of two academic publications, and English synopsis (about 500 words) for each publication
- 3) Statement in English (approximately 1,000 words), explaining your reasons for applying, including your personal philosophy/comments regarding teaching methods
- 4) A list of courses taught over last 10 years (include the names of schools and courses, the level, and the enrollment, and list them by year)
- 5) Any other supporting materials pertinent to your teaching excellence, such as student evaluations, syllabi, and awards. Photocopies are accepted.
- 6) Copy of either Master's or Doctorate degree certificate
- 7) Copy of TESOL diploma/certificate
- 8) Copy of document(s) certifying qualification at a certain level of the JEES Japanese Language Proficiency Test or similar measurement of Japanese proficiency (if available)

Deadline for application: Application materials must arrive by Monday, July 13, 2015, via registered mail (*kakitome*) or commercial parcel delivery (*takuhaibin*).

Send application to: Professor Shigemitsu Takagi, Dean
Faculty of Global and Regional Studies
Doshisha University
Karasuma-dori Kamidachiuri-agaru
Kamigyo-ku, Kyoto 602-0898
Japan

N.B. Please print “Application Documents (Contract)” in red ink on the face of the envelope.

Please note the following with regard to the selection process:

- 1) After receipt of your initial application materials, we may request additional items.
- 2) Upon completion of the initial screening procedures, successful candidates will be interviewed in both English and Japanese and will be asked to give a demonstration lesson. Interview will be scheduled on the second or third week of September. At that time, we will request to see the originals of degree certificates/diplomas. During the interview, each candidate will also be briefly examined on his/her reading ability in Japanese.
- 3) For those candidates who are requested to come to Doshisha for an interview, partial funding for transportation costs may be available according to the Faculty's regulations regarding such funding.
- 4) Candidates will be notified of the results upon completion of the process.
- 5) In principle, application materials cannot be returned. Upon request, however, they will be returned by "pay on delivery." In such case, please specify “request return of documents” in red ink at the end of a list of academic publications (*gyosekisho*), and include a completed “pay on delivery” form of commercial parcel delivery (*takuhaibin*). Without it, we cannot undertake to return application materials.
- 6) Applicants should provide contact details if they leave Japan during July, August and/or September, or if they change their address in Japan during the above period.

Faculty of Global and Regional Studies
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Faculty home page: <http://gr.doshisha.ac.jp/>
Doshisha University home page: <http://www.doshisha.ac.jp/information/index.html>

Application materials will be retained by the Faculty of Global and Regional Studies, and will be safely disposed of after the completion of the selection process. Personal information will not be used for any other purposes, in accordance with the Protection of Personal Information Law of Japan.