

Non-tenured Lecturers in English Education at the Institute for Liberal Arts and Sciences

14 May 2015

Position	Program-Specific Lecturer (Non-tenured position at the lecturer level)
Number of positions	Three
Affiliation	The Institute for Liberal Arts and Sciences, Kyoto University (Location: Yoshida-Nihonmatsu-cho, Sakyo-ku, Kyoto)
Job description	<ol style="list-style-type: none"> (1) Teaching up to 10 English classes of 90 minutes per week each semester. (2) Consulting with and advising students on study plans for meeting their individual English proficiency improvement goals. (3) Creating, promoting, and leading symposiums and workshops for students to improve English skills. (4) Working in educational improvement activities such as materials development. (5) Participating in entrance examination-related work. (6) Participating in meetings and related events as needed.
Required qualifications	<p>The candidate must satisfy all of the following requirements:</p> <ol style="list-style-type: none"> (1) The candidate must hold a doctoral degree or its equivalent. (2) The candidate is desirable that he/she has at least three years' teaching experience at the university level. (3) The candidate must have very high-level (native-like) proficiency in English. (4) The candidate must have basic proficiency in Japanese for lessons and daily administrative duties.
Length of contract	<p>The starting date is 1 April 2016.</p> <p>The employment contract is for five years with no renewal.</p>
Working conditions	<p>Working hours: 38 hours 45 minutes per week under the flexible-hours system.</p> <p>Days off: Saturdays, Sundays, public holidays, Year-end and New Year holidays, Foundation Day, and summer vacation.</p>
Salary	<p>Salary: Annual salary based on qualifications and experience is determined in accordance with the existing employment regulations of Kyoto University (approximately 7,800,000 yen per annum).</p>
Allowance	<p>Any allowance such as commuting expenses, housing expenses, bonuses, etc. is not provided.</p>

Social insurance	<p>(1) Health and Pension Insurance covered by the National Government Employees' Mutual Aid Association</p> <p>(2) Unemployment Insurance</p> <p>(3) Worker's Compensation</p>
Application materials	<p>The candidate is required to submit five copies of the following materials:</p> <p>(1) Full Curriculum Vitae with education and employment dates specified, along with contact details (e-mail address and phone number), and information on affiliation with academic societies.</p> <p>(2) Full list of research publications divided into the following three categories: "books," "research articles," and "others" (invited lectures, keynote lectures, and the like). Publications should be listed in chronological order, the earliest first. Publications that are "in press" or "accepted" must be attached with proofs for approval. Oral presentations cannot be included in the list.</p> <p>(3) List of educational experience such as teaching records, development of materials/textbooks, commitment to curriculum development and educational improvement, and the like.</p> <p>(4) Reprints or photocopies of three major publications. If publications were co-authored, please specify your contribution. The candidate will be required to submit copies of all publications as needed to the selection committee at a later date.</p> <p>(5) Summary of a rewarding TEFL work experience at a university or a comparable institute and the contribution made to the improvement of education there, followed by a statement describing how he or she can, or wishes to, contribute to English education at Kyoto University (within two A4-sized pages, each, both in English and Japanese).</p> <p>Send the application materials registered to:</p> <p style="padding-left: 40px;">The Institute for Liberal Arts and Sciences, Kyoto University Yoshida-Nihonmatsu-cho, Sakyo-ku, Kyoto Japan 606-8501</p> <p>The materials must be sent by registered mail.</p> <p>Please write "Lecturer Position Application" in red ink on the envelope.</p>
Deadline for applications	<p>All materials must arrive by 30 June 2015 (Tuesday).</p>

Selection procedures	<p>Materials submitted by candidates will be screened by the selection committee. Interviews will be held for short-listed candidates at Kyoto University on a Saturday in mid to late-July 2015. We may ask the candidates to demonstrate a part of instruction.</p> <p>Please note that any travel expenses incurred will not be reimbursed.</p>
Inquiry	<p>For more information, please send an e-mail to this address: A30kyouikuin* mail2.adm.kyoto-u.ac.jp (please replace * with @).</p>
Notes	<p>The materials will not be used for purposes other than selection.</p> <p>The materials will not be returned in principle. If you wish to have your books or the like returned, please enclose a stamped, self-addressed envelope with the materials.</p> <p>Kyoto University promotes equal opportunity in gender and strongly encourages applications from female candidates.</p>