

## **Non-tenured Native English Teacher**

The Keio University Faculty of Pharmacy is currently hiring for the position of a Non-tenured Native English Teacher. Ideal candidates should possess a passion for pharmacy and exceptional teaching skills.

1. Position: 1 English Teacher (lecturer/assistant professor, non-tenured, full-time)
2. Requirements:
  - Native English speaker or possess an equivalent level of English obtained through living in an English-speaking country
  - Have knowledge/research experience in natural sciences (preferably pharmacy-related)
  - Sufficient Japanese ability to live in Japan with no issues
3. Duties:
  - Organise the following classes: Pharmaceutical Research Communication Skills (1<sup>st</sup> Year), Scientific English (2<sup>nd</sup> Year), Pharmaceutical English (3<sup>rd</sup> Year), Medical Pharmacy English (3<sup>rd</sup> Year), Introduction to Overseas Clinical Rotation (5<sup>th</sup> Year) in addition to organising postgraduate courses with other English-speaking professors
  - Develop students' English ability to a level where they could deal with pharmaceutical research and work as a pharmacist
  - Give students practical experience in using English, enabling them to work using English as a researcher/pharmacist
  - Other various faculty-related duties
4. Start Date: 1 April 2016
5. Required Documents: submit documents 1-5 printed on A4 paper. Documents will not be returned.
  1. Curriculum vitae (with an attached photo)
  2. Outline of your education history, research activities, and achievements (written in English or Japanese, one A4 sheet)
  3. Your thoughts regarding English education in the future (English or Japanese, one A4 sheet)
  4. One reference (someone who can answer questions about you). List their name and contact details
  5. Record of educational research achievements (see example at the end of this document)

6. Application Deadline: 30 September (application must arrive by or on this date)

7. Postal Address and Queries

Address: Non-tenured English Teaching Position Supervisor

General Affairs Office

Keio University Faculty of Pharmacy

Minato-ku, Shibakoen 1-5-30

105-8512 Tokyo, JAPAN

Note: Please write “Application Documents for a Teaching Position” in **red ink** on the envelope and send it by recorded delivery.

Queries: Yoshihiro Abe (Chairman of the Non-tenured English-speaking Faculty Committee)

Educational Research Center for Pharmaceutical Sciences

Tel.: 03-5400-2673 E-mail: [abe-ys@pha.keio.ac.jp](mailto:abe-ys@pha.keio.ac.jp)

8. Other Information:

- Applicants may be required to come to the university for presentations/interviews. Applicant is responsible for all travel related expenses.
- Period of employment: maximum of 10 years, contract is renewed on a yearly basis, with an evaluation held during the employee’s 5<sup>th</sup> year.
- If hired, successful candidates shall be affiliated with the “Core Education Course”
- For further details on the Faculty of Pharmacy, please visit our website:  
<http://www.pha.keio.ac.jp/>

## Educational Research Achievements (example)

### Authored Texts

Number. Authors,

Title

Journal title, volume, from page no.-page no., year.

### Review Articles

Number. Authors,

Title

Journal title, volume, from page no.-page no., year.

### Authored Books

Number. Authors,

Title

Journal title, volume, from page no.-page no., year.

### Miscellaneous (presentations at academic conferences etc.)

Number. Presenters, applicants.

Title

Name of conference, patent number, year.

When writing out educational research achievements:

1. Categorise publications by authored texts, review articles, books and miscellaneous (conferences, etc.), listing from the most recent date of publication.
2. List any theses at the end of the miscellaneous section under a “Theses” title.
3. For any works that were co-authored, list all the authors, underlining your name.
4. Regardless of point 6 (below), write titles of non-Japanese theses in their original language and Japanese theses in Japanese.
5. In the event that you have any texts that are due to be published, please attach proof of publication plans.
6. Create the document on a computer, inserting page numbers in the middle of the page at the bottom. Please prepare copies in both Japanese and English.
7. When listing theses, as long as the necessary information is written down, you do not need to completely match this format.