

Special Contract Lecturers of English Wanted
Hiroshima University's
Institute for Foreign Language Research and Education

Full-time Position	Two Special Contract Lecturers of English
Institution	Institute for Foreign Language Research and Education, Hiroshima University 1-7-1 Kagamiyama, Higashi-Hiroshima, 739-8521
Employment Begins	April 1, 2016
Period of Contract	Doctor Degree Holder: Five years (not renewable) Master Degree Holder: Three years (renewable only once, and the second term is two years.)
Research Specialty	Teaching English as a Second/Foreign Language
Teaching Duties	(1) Teaching 10 undergraduate or graduate courses each semester. (2) Making other contributions to our Institute. This includes helping administer some special courses, such as the English Voluntary Course and the Building English Professional Skills Program, and giving advice to students. (3) Conducting educational research activities. This includes developing teaching materials and assisting Institute projects.
Required Qualifications	(1) A PhD in English Language Education, or nearly the equivalent. (2) Ample experience teaching English as a second or foreign language, preferably at the university level. Also, knowledge of Information Communication Technology is preferred.

	(3) Ability to manage programs and people, along with a strong working knowledge of the Japanese language.
Application Deadline	Friday, September 25, 2015
Requested Documents	<p>(1) Curriculum Vitae. Include a photo, an e-mail address, a list of any professional organization memberships and activities, and current and past work activities.</p> <p>(2) A list of research publications. This includes a graduate thesis, academic articles, books, and reports. Please make clear which publications were peer reviewed or refereed. Put * marks for refereed ones.</p> <p>(3) A summary of your 3 most important research accomplishments. Include copies of those related publications. Please type the summary on A4 paper. Do not exceed 200 words for each accomplishment.</p> <p>(4) A list of your teaching accomplishments. Please type them on A4 paper.</p> <p>(5) A list of contributions to the community.</p> <p>(6) A short essay on how to make university English classes better. Please write your ideas within one page.</p> <p>(7) Any other information which you feel is relevant.</p> <p><u>Important:</u> Please put (1) and (2) above into Word or Excel Files, and put the files onto a USB stick or a CD in the envelope. The stick or CD will <u>NOT</u> be returned later.</p>
Send Documents To	<p>Keiso Tatsukawa, Institute Director Institute for Foreign Language Research and Education, Hiroshima University 1-7-1 Kagamiyama, Higashi-Hiroshima, 739-8521</p> <p><u>Note:</u> On the front of the envelope, in red, write: Job</p>

	Application Form Enclosed. Please send the envelope by Registered Mail.
Selection Process	<p>First, the number of candidates will be narrowed down based on the quality of professional accomplishments. Then, interviews of candidates will be conducted.</p> <p><u>Note</u>: Hiroshima University is an equal opportunity employer, so there is no sex, age, or race discrimination. All submitted documents and statements will be investigated for verification. Hiring and employment practices strictly conform to Japanese law. The application documents will <u>NOT</u> be returned unless you request us to do so. Please mention it clearly in your letter.</p>
Salary	Monthly salary is fixed at 500,000 yen, which means 6,000,000 yen per year. This includes all kinds of allowances such as commuting and housing. Also, tax, health insurance, national pension and others will be deducted according the national laws.
For Further Information	<p>Keiso Tatsukawa, Institute Director Institute for Foreign Language Research and Education, Hiroshima University TEL: 082-424-6424/6439 FAX: 082-424-6400 E-mail: tatsukawa@hiroshima-u.ac.jp</p>