

# **Job Announcement**

## **Full-time, Non-tenure-track Lecturer Position**

### **Department of English**

### **Dokkyo University**

The Department of English, Dokkyo University, invites applications for one full-time, non-tenure-track position of teaching English.

**Position:** Full-time, Non-tenure-track Lecturer

**Number of positions:** 1

#### **Qualifications and Application Requirements:**

- (1) A Master's degree or higher in an EFL-related area or applied linguistics.
- (2) Research and educational experience at the university level or equivalent.
- (3) Native speakers of English with sufficient Japanese proficiency for general administrative work, or native speakers of Japanese with sufficient English proficiency to conduct classes in English. (The Japanese applicant should also have study-abroad experience in an English-speaking country.)

#### **Responsibilities:**

Teaching: English language skills courses in the Department of English, e.g. Reading Strategies, Writing Skills, Comprehensive English, E-learning.

Teaching load: A minimum of eight 90-minute classes per week

Administrative responsibilities: Involvement in curriculum design and planning; coordination of classes—for the equivalent of one class per week (90 minutes).

Four days a week required.

**Appointment:** Beginning on April 1, 2016

#### **Application Materials:**

Materials (1) and (2) below should be typed or hand-written on the forms downloadable from the following:

Sample: [http://www.dokkyo.ac.jp/recruit/doc/2014rirekisyo\\_sample.doc](http://www.dokkyo.ac.jp/recruit/doc/2014rirekisyo_sample.doc)

Form: <http://www.dokkyo.ac.jp/recruit/doc/2010rirekisyo.doc>

- (1) Curriculum vitae (photo attached).
- (2) List of publications and research/educational activities.
- (3) Offprints/copies of two academic publications.
- (4) A statement of what the applicant feels they can contribute to our program based on his/her teaching philosophy, experience and accomplishments (one A4 page in English).
- (5) A photocopy of the applicant's final degree certificate/diploma.

**Deadline for application:** Applications should be received not later than December 16, 2015.

**Address:** Applications should be sent to:

Office of the Department of English, Dokkyo University  
Gakuen-cho 1-1, Soka, Saitama 340-0042 JAPAN

Please write on the envelope “Application material enclosed” in red. As a rule, application materials will not be returned. However, if the applicant wishes the materials to be returned, a stamped and self-addressed envelope should be enclosed along with them. No applications by email are accepted.

**Selection procedure:**

After screening, short-listed candidates will be invited to an interview, which will include a teaching demonstration, at Dokkyo University. Please be advised that transportation costs will not be reimbursed.

**Notification of the results:**

The successful candidates will be notified as soon as possible after the interview. The applicants’ privacy will be respected, and personal information will not be used for purposes other than the selection.

**Contract:**

Three years. Renewable one time after review.

**Salary:**

Basic pay will be calculated according to the candidate’s professional experience and age as of April 1, 2016, in accordance with the Dokkyo University salary scale (see below). A research allowance of 410,000 yen per year will be provided. This position does not come with a bonus.

**Inquiries:**

Prof. Yoshihisa Sam Itaba  
Chair, Department of English  
E-mail: itaba@dokkyo.ac.jp

**Notes:**

Basic pay for non-tenure-track lecturers is calculated according to the number of years engaged in research and teaching experience at the university level as follows:

More than 19 years of experience --- 550,000 yen

12-19 years of experience --- 450,000 yen

8-11 years of experience --- 350,000 yen

Less than 8 years of experience --- 300,000 yen

The basic pay covers six 90-minute classes a week. For classes above six, 23,100 yen for each class will be added to the basic pay. The total number of classes per week will not exceed ten.