

April 20, 2018

To:

Presidents of relevant universities

Deans of relevant universities

Heads of relevant organizations

ChaiWook Chun

Dean, Faculty of Economics

Dokkyo University

Openings for a full-time position in the Interdepartmental English Language Program

1. Position: Associate Professor or Lecturer
2. Number of positions: One
3. Qualifications and application requirements:
  - (1) Ph.D. or the equivalent in research experience
  - (2) At least two years experience teaching English at the tertiary level
  - (3) Specialization in English education or applied linguistics
  - (4) Experience with curriculum development and management is preferred
  - (5) English ability sufficient for teaching in English (overseas experience preferred)  
Japanese ability sufficient for handling university-related administrative matters

Departmental affiliation: Teachers will belong to the Faculty of Economics but will teach courses in the Interdepartmental English Language Program (See “Additional information” below). The course load will be five or more *koma* per semester, and teachers will also be expected to be involved in developing and managing the curriculum.

4. Appointment: Beginning on April 1, 2019

5. Application process

Materials:

For (2) and (3) below, please download the Word version of the CV forms and type in the information:

[http://www.dokkyo.ac.jp/recruit/index\\_j.html](http://www.dokkyo.ac.jp/recruit/index_j.html)

- (1) Cover letter (include e-mail address, list of courses taught, and textbooks used).
- (2) Curriculum Vitae (with photo attached)
- (3) List of publications and research / educational activities
- (4) Copy or offprint of three representative research publications (besides master’s thesis). For each publication, include a summary in both English and Japanese.
- (5) An essay in both English and Japanese on “Your views about College English Education.” The essays should be approximately one page of A4 sized paper each, and should be based specifically on the applicant’s achievements.

- (6) Copy of the applicant's final degree certificate / diploma
- (7) Copy of official certificate of English / Japanese proficiency (TOEIC, TOEFL, or Japanese-Language Proficiency test, etc.)

Application deadline: June 28, 2018 (Thursday)

Address:

Applications should be sent to:

Office of the Faculty of Economics, Dokkyo University

1-1 Gakuen-cho, Soka, Saitama 340-0042

Please write "Application materials for full-time position in the Interdepartmental English Language Program" on the envelope in red. As a rule, application materials will not be returned. However, if the applicant wishes the materials to be returned, a stamped self-addressed envelope should be enclosed with the application.

#### 6. Selection process

Short-listed candidates will be invited to an interview (including teaching demonstration) in both English and Japanese on July 21, 2018 (Saturday). Please note that transportation expenses will not be reimbursed.

#### 7. Notification of results

Successful candidates will be notified directly. Applicants' personal information will be handled with the utmost care, and will not be used for any purpose other than selection.

#### 8. Inquiries

Takayuki Nakanishi <tnakanis@dokkyo.ac.jp>

Associate Professor, Faculty of Economics

Chair, Interdepartmental English Language Program

#### Additional information

(1) The Interdepartmental English Language Program is a coordinated program that stresses "English for General Academic Purposes" (EGAP). Students from the following faculties and departments take courses in the program: Faculty of Foreign Languages (Depts. of German and French), Faculty of Economics (Depts. of Economics, Management Science, and Economics on Sustainability), and Faculty of Law (Depts. of Law, International Legal Studies, and Policy Studies). We seek to hire cooperative teachers who understand the goals and objectives of the program and participate actively to achieve them.

(2) Experience using CALL classrooms / ICT is preferred.

(3) For more information about the program and the position, please see the following webpages:

<http://www.dokkyo.ac.jp/zenkari/kamoku2.html>

[http://www.dokkyo.ac.jp/recruit/index\\_j.html](http://www.dokkyo.ac.jp/recruit/index_j.html)