

Institute for Foreign Language Research and Education, Hiroshima University
Katsumi IWASAKI, Institute Director

JOB ANNOUNCEMENT

The Institute for Foreign Language Research and Education (FLaRE) at Hiroshima University is seeking applicants for the post of either Lecturer or Assistant Professor.

DETAILS

1. Affiliation

Academy of Hiroshima University (Institute for Foreign Language Research and Education)
Address: 1-7-1 Kagamiyama, Higashi-Hiroshima-shi, Hiroshima, JAPAN, 739-8521

2. Position

One job opening (tenure track) for either of the following positions:

- (1) Lecturer (Focused on teaching) or
- (2) Assistant Professor (Focused on teaching)

3. Start of Employment

October 1, 2019.

4. Employment Status

Period of employment: Five (5) years

No reappointment or extension of employment will be offered. However, tenure-track faculty members will undergo a tenure review six (6) months prior to completion of the term of appointment, and those who have successfully passed the review process will be granted tenure.

Through application of Article 15-2 of "Act on Improving the Capacity, and the Efficient Promotion of Research and Development through Promotion of Research and Development System Reform", the right to "the application for signing a labor contract without term", set in Article 18, paragraph (1) of the Labor Contract Act, becomes effective after ten (10) years from the start of employment.

5. Field of Study

Teaching English as a Foreign/Second Language, Applied Linguistics, or a related area.

6. Responsibilities

- (1) Teaching 10 undergraduate or graduate courses weekly each term.
- (2) Making other contributions to our institute. This includes helping administer some special courses, such as extracurricular English classes and the Building English Professional Skills Program, and advising students when necessary.
- (3) Conducting educational research activities. This includes developing teaching materials and assisting institute projects.

7. Requirements

Applicants must satisfy all of the following requirements:

- (1) Have demonstrable enthusiasm for and commitment to language education.
- (2) Either hold or be expected to soon obtain a doctorate degree.
- (3) Have experience in teaching English as a second/foreign language, preferably at the college level or equivalent.
- (4) Be a native speaker of English or have near native-level English competence (all nationalities considered).
- (5) Have a basic level of proficiency in Japanese.
- (6) Be able to live near the campus, ideally in Higashi-Hiroshima city or Hiroshima city.

8. Application Documents

- (1) Curriculum Vitae. Use the official FLaRE form.
- (2) A list of research publications. Use the official FLaRE form for listing publications.
- (3) A summary of your 3 most important research accomplishments. Include copies of those publications. Please type the summary on A4 paper. Do not exceed 300 words for each accomplishment.
- (4) A short essay on how you believe English classes at Hiroshima University can be taught. Write your ideas within one A4 page.
- (5) Any other information which may be relevant (for example, a letter of recommendation).

Important

※Download the official FLaRE forms for (1) and (2) at the following site:

<http://www.flare.hiroshima-u.ac.jp/en/jobs/>

※For your application, (1) and (2) must be sent by registered mail (書留) as well as uploaded at the following site:

<http://www.flare.hiroshima-u.ac.jp/submit-form/>

9. Deadline for Application

Monday, May 31, 2019

Applications must reach us by post (e.g. EMS) no later than 5:00 pm (Japan standard time).

10. Address for Submission of the Application Documents

Institute for Foreign Language Research and Education, Hiroshima University

1-7-1 Kagamiyama, Higashi-Hiroshima-shi, Hiroshima, 739-8521, JAPAN

Important: Write in red “外国語教育研究センター専任教員応募書類在中” or “Gaikokugo Kyoiku Kenkyu Center Sennin Kyoin Obo” on the package, and send it by registered mail (書留).

11. Selection Process

- (1) Candidates will be selected through paper screening based on the quality of professional accomplishments.
- (2) Interviews will be conducted as needed. The interview will include a demonstration lesson. Please note that travel expenses will be the responsibility of the applicant. (Interviews for applicants residing abroad will be conducted differently.)
- (3) Hiroshima University promotes gender equality. In accordance with the spirit of the Basic Law for a Gender-Equal Society, our university will recruit a female applicant rather than a male applicant when their achievements (including research achievements, academic achievements, societal contributions,

etc.) and personal qualities are considered as equivalent.

12. Employment Status

- (1) If you agree to the application of the Discretionary Labor System for Professional Work, you are deemed to work for 7 hours and 45 minutes a day and 38 hours and 45 minutes a week. If not, working hours are from 8:30 to 17:15 (from Monday to Friday) with a break from 12:00 to 13:00.
- (2) Workdays are from Monday to Friday (excluding public holidays) in principle.
- (3) Holidays are Saturdays, Sundays and public holidays in principle.

13. Salary and Conditions

- (1) The monthly salary system will be applied to successful applicants in accordance with “Regulations Concerning Salaries of Hiroshima University Faculty Members Employed”.
- (2) Tenure-track faculty members will undergo reviews six (6) months prior to completion of three (3) years and six (6) months prior to completion of five (5) years of appointment.

14. Evaluation:

We conduct individual performance evaluations of all Hiroshima University faculty members after their employment. Salary and benefits are commensurate with performance indicators.

15. Institution

Hiroshima University

16. Additional Information

- (1) Probationary employment period: six (6) months
(Hiroshima University Work Regulations for Employees.)
- (2) Personal information obtained from application documents will not be used or provided to any third party for purposes other than the necessary procedures related to personnel affairs, salary, and welfare. Application documents of applicants whom we have decided not to employ will be returned to those applicants in an appropriate manner, after the completion of relevant selection processes.
- (3) All the faculty members of Hiroshima University belong to the "Academy", which is the single university-wide faculty organization. Each member of the Academy of the University is appointed to educational and/or research organizations such as an individual undergraduate school, graduate school, research center or institute. She/he may be asked to teach other general education courses and/or discipline-specific courses in other department(s) and graduate school(s).

17. For further information, contact:

Katsumi IWASAKI, Institute Director

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