

Hiroshima University (HU) herewith makes an open international job offer and seeks to appoint a Tenure-Track Assistant Professor at the Writing Center in the research area of Applied linguistics. This position is based on the 'Policy for recruiting/cultivating excellent faculty members'. The university introduced this policy to create a secure environment in which junior-positioned faculty members can concentrate on their research/education.

The post above has been newly created at HU to enable the promotion of the applicant to the senior position of Associate Professor on the condition that he/she passes the tenure-track review before the tenure-track period expires. Such a system assumes that the recruited person will settle down in one place so that he/she can dedicate himself/herself to the services of the Writing Center, to research and education in accordance with his/her proposed research.

Therefore, when processing an application for recruitment, we evaluate not only each applicant's performance on research/education, but also the contents and the scope of his/her research plan. Thus, we assess whether or not the applicant's research plan is mid-to-long term (i.e. about 10 years) in scope, exceeding the tenure-track period. At the time of the review for the tenured promotion, we comprehensively evaluate the applicant's achievements during his/her term at HU and the future prospect of his/her research.

By providing startup support money and assigning a mentor to each newly-recruited faculty member on tenure track, HU continues to develop an environment where such faculty members can engage himself/herself in research activities independently. In case the recruited member does not secure tenure, he/she will be able to extend his/her term of employment for up to one year as a specially appointed faculty member. The special appointment starts on the day following the end date of the existing employment contract for the tenure-track position.

We are looking forward to welcoming those who are prepared to go along with the principles, long-term vision and medium-term target of HU (<https://www.hiroshima-u.ac.jp/en/about>), and who are motivated and can play key roles by committing themselves to research and education at HU.

Mitsuo Ochi, President of Hiroshima University

Date: October 02, 2019

## Open Faculty Position

1. Affiliation (Appointment): Academy of Hiroshima University (Writing Center)
2. Position(s) and the number of opening(s): Assistant Professor, one (1)
3. Commencing date of employment: The 1st of April 2020

### 4. Terms of employment

#### Tenure-track position(s)

- Period of employment: Five (5) years

Tenure-track faculty members will undergo a tenure review six (6) months prior to completion of the term of appointment. Those who have successfully passed the review process will be granted tenure along with promotion to associate professor.

Granting tenure is subject to two reviewing process: an intermediate and final review. If a candidate is not granted tenure in the final review, he/she will be dismissed from the university upon completion of the term of appointment.

If a candidate takes leave because of life events such as delivering a baby, child-rearing and caregiving, he/she may extend the term of appointment according to the length of such leave.

\*If you would like to know more about the standards for tenure review, please contact the office shown below for any enquiries.

5. Field of specialization: Applied linguistics, Teaching English to Speakers of Other Languages (TESOL), Teaching English as a Foreign Language, Rhetoric and Composition, and related areas

### 6. Job Description

The medium of communication and instruction is English

#### (1) Services for the Writing Center

- a) Offering consultations on academic writing in English, such as drafts for academic journals and proposal abstract drafts for international conferences
- b) Facilitating writing groups for assisting Hiroshima University researchers to write high quality journal papers
- c) Organizing and leading seminars and workshops related to improving Hiroshima University researchers' academic writing
- d) Mentoring student tutors for English
- e) Contributing to the operation and management of the Writing Center in cooperation

with your colleagues and staff members

(2) Teaching Responsibilities

- Undergraduate level (general education courses): Basic Academic Writing, Intermediate Academic Writing, etc.
- Graduate level (master's programs): English Rhetoric & Writing, etc.
- Graduate level (doctoral programs): Advanced Seminar on English Rhetoric & Writing, etc.

\* In addition to the courses listed above, he or she may be asked to teach other general education courses and/or discipline specific courses in other department(s) and graduate school(s).

(3) Research

- a) Conducting research based on your research plan and actively present research outcomes at academic conferences and journal papers
- b) Aiming to acquire external research grants such as Grants-in-Aid for Scientific Research KAKENHI
- c) Using data and experiences gained through the activities at Hiroshima University Writing Center for current or future research

(4) Services for Hiroshima University

- a) Participating in the management of Hiroshima University, including committees at university-wide and/or school/department-level

7. Qualifications

Applicants must satisfy all of the following requirements:

- (1) Hold a doctorate or an equivalent degree Applied linguistics, Teaching English to Speakers of Other Languages (TESOL), Teaching English as a Foreign Language (TEFL), Rhetoric and Composition, Scientific and Technical Writing, or related area(s) by the time the appointment begins
- (2) Experience in Writing Program Administration or Writing Center Administration is an advantage
- (3) Excellent oral and written communication skills in English required; proficiency in Japanese is an advantage.

8. Application materials required (Please use the designated format; prepare document in English) \*The format is available from: <https://www.hiroshima-u.ac.jp/en/wrc/news/53773>

(1) Resume

If you have a history of being employed by Hiroshima University (as a TA, RA, researcher, etc.) in the past five years, be sure to state all positions you have held.

- (2) List of publications and oral presentations (Number each publication/presentation, and underline the numbers of refereed articles. Affix an asterisk (\*) to the numbers

- of your five major publications or presentations.)
- (3) List of five major publications or presentations (attach copies of these publications to your application email. In case of open access publications, including the URL will suffice)
  - (4) Major educational activities and teaching experience (approximately 400 words)
  - (5) Major social contributions (approximately 400 words)
  - (6) Major activities in university/institutional management and administration (approximately 400 words)
  - (7) List of acquired external funding over the last five years
  - (8) Statement of intent (Please describe your interests in teaching and research as well as your mid- to long-term research plan in approximately 2,000-3,000 words)
  - (9) Your Researcher ID or ORCID information (in any format)  
N.B. The ID above or ORCID information can be confirmed from Clarivate Analytics or ORCID website.

9. Application deadline: All application materials must reach us by [12:00 pm on Friday, November 15, 2019 (Japan time)].

10. All documents should be submitted in PDF format with the file name:

WRC(AY2020)\_(last name of applicant\_first initial)

(e.g., WRC(AY2020)\_(Einstein\_A)) to the following e-mail address:

wrc-ct@hiroshima-u.ac.jp

To: Director of Hiroshima University Writing Center

- \* The total file size must not exceed 20 MB. Larger documents may be submitted in separate files numbered as follows: 1/2, 2/2, etc. File compression must not be used. The secretariat will send a confirmation of receipt to each applicant.

11. Selection procedure

- (1) Selection will be made based on all application documents submitted. Shortlisted candidates will be invited for interviews in November, 2019.
- (2) Interviews will preferably be conducted at Hiroshima University. Where this is not possible, Skype interviews will be offered. Please note that travel expenses will be the responsibility of the applicant.  
Interviews include a 15 minute demonstration lesson in English on a topic related to Academic Writing.
- (3) Hiroshima University promotes a gender-equal society in accordance with the legislative intent of the Basic Law for a Gender-Equal Society.

## 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 17:00 (from Monday to Friday) and break time is from 12:00 to 12:45.
- (2) Working days are from Monday to Friday (excluding public holidays) in principle.
- (3) Non-working days are Saturdays, Sundays and public holidays in principle.

## 13. Salary, etc.

- (1) The monthly salary system or annual salary system will be applied to successful candidates.

\*Currently, we are considering a new annual salary system, and if the new system is introduced at date of adoption, it will apply.

- (2) Successful candidates may be reimbursed for travel expenses incurred for the trip from their home or former place of work to the new place of work to assume their post in accordance with the relevant regulations of Hiroshima University.

## 14. Evaluation

We conduct individual performance evaluations for all Hiroshima University faculty members after their employment, numerically rate their performance, and salary and benefits are commensurate with performance indicators.

## 15. Employer: Hiroshima University

## 16. Miscellaneous

- (1) Probationary employment period: six (6) months
- (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 discarded in an appropriate manner after the completion of the selection processes.
- (3) All the faculty members of Hiroshima University belong to the "Academy", which is the single university-wide faculty organization, and each faculty as a 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 and institute.

- (4) For each specialized field of faculty, Hiroshima University has defined Minimum standards for hiring new faculty (“the minimum standards”). We use the minimum standards for the initial screening process of the applicants, and only those who have cleared the minimum standards will qualify as the candidates for the post concerned. The minimum standards used for this international job offer can be viewed by clicking the following URL link.  
<https://www.hiroshima-u.ac.jp/en/employment/kyoinkobo/labocenter>
- (5) HU provides employment information (research job, desk job and etc.).  
If your spouse wishes to work for HU, please refer to the following URL link.  
employment information: <https://www.hiroshima-u.ac.jp/en/employment/>
- (6) Hiroshima University facilitates the adoption of foreign faculty members (those who are nationals of a country other than Japan) with the aim of promoting globalization of the university.
- (7) Hiroshima University plans to implement a campus-wide initiative to provide a diverse group of faculty members — especially young, female, and non-Japanese faculty members — with more opportunities to play a leading role on campus, thereby invigorating research and education activities at the university. With this in mind, and to make the age structure of the faculty more balanced, the university seeks applications from young researchers this time around.

## 17. Contact

Hiroshima University Writing Center

E-mail: [wrc-ct@hiroshima-u.ac.jp](mailto:wrc-ct@hiroshima-u.ac.jp)