

Hiroshima University (HU) herewith announces an international job opening and seeks to appoint an Associate Professor with tenure or an Associate Professor/Assistant Professor on the Tenure Track System in the research areas of English Language Teaching and Second Language Acquisition. This position is based on the “Policy for recruiting/cultivating excellent faculty members”. This policy was introduced in order to create a secure environment in which junior faculty members are able to play an active role in research and education at Hiroshima University.

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 is interested in a long-term position so that he/she can dedicate himself/herself to research and education in accordance with his/her research plan proposal.

Therefore, when processing an application for recruitment, we evaluate not only each applicant’s research/educational achievements, 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 prospects of his/her research.

HU provides startup support money for assistant professors. By assigning a mentor to each newly-recruited faculty member on tenure track, HU continues to develop an environment where such a faculty member can engage himself/herself in research activities independently. In the case that 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 look forward to welcoming those who are prepared to go along with the principles, long-term vision, and medium-term goals of HU (<https://www.hiroshima-u.ac.jp/en/about>), and who are motivated and able to play key roles by committing themselves to research and education at HU.

Mitsuo Ochi, President of Hiroshima University

Please refer to the following URL for details about personnel system reform of Hiroshima University.

Faculty Open Position(s)

1. Affiliation (Appointment)

Academy of Hiroshima University (Institute for Foreign Language Research and Education: FLaRE)

2. Position(s) and number of opening(s)

Professor, Associate Professor or Assistant Professor, one (1)

(Depending on the result of the performance evaluation of the applicant at the time of hiring, he/she will be employed with one of the following titles: Professor/Associate Professor with tenure; tenure-track Associate Professor/Assistant Professor.)

3. Date of commencement of employment

April 1st, 2021

4. Terms of employment

[Tenure-track position(s) period of employment]

- 7 years (in the case of Associate Professor)
- 5 years (in the case of Assistant Professor)

- (1) Tenure-track faculty members will undergo a tenure review within six (6) months prior to completion of the term of appointment, and those who have successfully passed the review process will be granted tenure along with promotion either to professor or associate professor.
- (2) Granting a candidate tenure is subject to two review processes: an intermediate and a final review. If a candidate is not granted tenure following the final review, he/she will be dismissed from the university upon completion of the term of appointment.
- (3) If a candidate has taken a leave of absence because of a life event such as childbirth, childcare or caregiving, he/she may extend the term of appointment up to a certain period according to the length of such leave.

5. Field of specialization

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

6. Teaching responsibilities, etc.

- (1) Undergraduate level (general education courses): English Communication (4 classes per semester) and classes utilizing ICT

- (2) Curriculum management for English Communication Courses (timetabling and course improvement)
- (3) Classes offered by FLaRE (e.g., extracurricular English classes, the Building English Professional Skills Program Courses, English Skill-up Courses for graduate students, and advising students when necessary)
- (4) Educational activities at FLaRE (materials development, project management, etc.)
- (5) Administration and management at FLaRE
- (6) In addition to the responsibilities listed above, he or she will be expected to participate in university-wide projects.

7. Qualifications

Applicants must satisfy all of the following requirements:

- (1) Have demonstrable enthusiasm for and commitment to language education
- (2) Hold a doctorate in TESOL or a related field
- (3) Have the skills, personality, and proficiency in Japanese sufficient to carry out administrative duties at FLaRE in the future.

8. Application materials required

- (1) Curriculum Vitae. Please 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 university English classes can best 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. Application deadline

All application materials must reach us by [00:00 am/pm on Day of week, mmm dd, yyyy (Japan time)].

10. Please send all application documents to the following address:

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 procedure

- (1) Selection will be made based on all application documents submitted.
- (2) Interviews will be held as necessary. As a general rule, demonstration lessons will be conducted in English. Please note that travel expenses will be the responsibility of the applicant. Applicants who pass the initial document review will be informed of the interview date, time, and format.
- (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 are agreeable 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), with a break from 12:00 to 12:45.
- (2) Workdays are from Monday to Friday (excluding public holidays) in principle.
- (3) Holidays are Saturdays, Sundays and public holidays in principle.

13. Salary, etc.

- (1) The annual salary system (the new system enforced in April 2020) will be applied to the successful candidates.
- (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. For more information, please contact us.

14. Evaluation

We conduct individual performance evaluations for all Hiroshima University faculty members after their employment, and numerically rate their performance; 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 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, 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 or institute.
- (4) For each specialized field, 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 these 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/>
- (5) HU provides other employment information (research positions, office work, 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/>

17. Contact

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