

# International Christian University

## English for Liberal Arts Program, College of Liberal Arts

### Announcement of Faculty Position in English for Liberal Arts Program

Outline	<p>International Christian University (ICU) is a private, bilingual liberal arts university with an undergraduate College of Liberal Arts and graduate programs. ICU's educational mission is based on Christian and democratic principles. ICU has approximately 3,000 students and over 150 faculty members from Japan and overseas. The university is located on a wooded campus in the suburbs of Tokyo.</p> <p>We are pleased to announce an open search for a full-time faculty position (contractual appointment) in English for Liberal Arts Program (ELA). The ELA is an English language program with both content-based and skill-based instruction that incorporates issues related to the College of Liberal Arts (International Studies, Humanities, Education, Social Science, and Natural Science). It places special emphasis on developing critical thinking and academic writing skills, and improving students' overall English skills of first-and-second-year students. The successful applicant is expected to teach ARW (Academic Reading and Writing), AS (Academic Skills) and RW (Research Writing) in the ELA.</p>
Department/ Program	English for Liberal Arts Program (ELA)
Rank & Title	Instructor by Contractual Appointment
Employment	Full-time
Term of Employment	The initial contract is for three years, renewable once for two years (for five years in total).
Employment Conditions	<ol style="list-style-type: none"> <li>1. Salary: in accordance with ICU employment regulations</li> <li>2. Allowances: available, in accordance with ICU employment regulations (e.g. commuting allowance)</li> <li>3. Working hours: in accordance with ICU employment regulation</li> <li>4. Social insurance: coverage by Promotion and Mutual Aid Corporation for Private Schools of Japan (PMAC), workers' compensation, etc.</li> </ol>
Number of Positions	1 - 3
Qualifications	<ol style="list-style-type: none"> <li>1. A native or near-native speaker of English.</li> <li>2. Master's degree or above in English language teaching or related field.</li> <li>3. At least three years' English teaching experience at the college level.</li> <li>4. An understanding of the purpose of ICU as expressed in the following statement from the University Regulations:  <p style="margin-left: 40px;">"The purpose of the establishment of ICU is to create an academic culture to share the values of freedom based on a devout Christian spirit and to foster well-educated democratic citizens who have an internationally recognized high degree of sophistication and public morals."</p> </li> <li>5. Evidence of scholarly work related to language teaching is desirable.</li> <li>6. Basic Japanese conversational ability is desirable.</li> </ol>
Deadline for Applications	Applications must arrive at the address written below no later than August 31, 2017. (Deadline may be extended until a most appropriate candidate is found.)
Starting Date	April 1, 2018 or September 1, 2018
Selection Process	<ol style="list-style-type: none"> <li>1. Apply for the position online.  <a href="https://business.form-mailer.jp/fms/df3ea96871433">https://business.form-mailer.jp/fms/df3ea96871433</a> </li> <li>2. Send all the application materials by mail as described below.</li> </ol>

	3. After documentary screening, short-listed candidates will be requested to give a lecture and to be interviewed in early - mid October 2017.
Notification of Decision	Applicants will be notified by letter.
Application Materials	<ol style="list-style-type: none"> <li>1. Curriculum Vitae in English with e-mail address</li> <li>2. List of Academic Publications (Do not send actual publications until requested. Copies of three main publications are requested from candidates who are selected for an interview.)</li> <li>3. Names and contact information of three references (Three letters of recommendation will be requested from candidates who are selected for an interview.)</li> <li>4. Cover letter describing why the applicant is appropriate for the position and a "Statement of Purpose" in which the applicant's view of English language teaching within the context of a liberal arts education is outlined. (A4 size, 1~2 pages essay in English)</li> <li>5. A copy of B.A., M.A., and/or Ph.D. diploma</li> </ol> <p>An application package with all necessary materials should be sent by registered mail to:</p> <p style="padding-left: 40px;">Professor Yuko Iwata  Director, English for Liberal Arts Program  International Christian University,  3-10-2 Osawa, Mitaka, Tokyo 181-8585, JAPAN</p> <ul style="list-style-type: none"> <li>● Write "Application for Position (ELA)" on the envelope.</li> <li>● In addition to sending the application materials, you must complete the online application.</li> <li>● No email applications will be accepted.</li> <li>● Submitted application materials will not be returned.</li> <li>● Personal information will be treated with confidentiality.</li> </ul>
Contact Address	3-10-2 Osawa, Mitaka-shi, Tokyo 181-8585, JAPAN
Contact Person	Prof. Yuko Iwata
Position of Contact Person	Director, English for Liberal Arts Program
E-mail	ela-search@icu.ac.jp
Attached Files	N/A
Additional Information	For inquiries, please contact the above e-mail address.