

# International Christian University

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

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

Outline	<p>International Christian University (ICU) is a private and bilingual university that provides a first-class liberal arts education to a culturally and religiously diverse international student community. 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, with the possibility of consecutive employment of up to 10 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	2
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 TESOL/TEFL or related field.</li><li>3. At least five years of English teaching experience preferably in an integrated program at the university level in Japan.</li><li>4. An understanding of the purpose of ICU as expressed in the following statement from the University Regulations: "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."</li><li>5. Evidence of scholarly work related to language teaching is required.</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 April 1, 2020. (Deadline may be extended until a most appropriate candidate is found.)
Starting Date	Position 1: September 1, 2020 Position 2: April 1, 2021

Selection Process	<ol style="list-style-type: none"> <li>1. Apply for the position online. <a href="https://business.form-mailer.jp/fms/a2152be288547">https://business.form-mailer.jp/fms/a2152be288547</a></li> <li>2. <b>After you have applied online, send all the application materials</b> by mail as described below.</li> <li>3. In April/May 2020, short-listed candidates will be invited to an interview and to give a model lesson.</li> </ol>
Notification of Decision	Applicants will be notified by letter.
Application Materials	<ol style="list-style-type: none"> <li>1. Curriculum Vitae (Click the link to download). <a href="#">[download]</a></li> <li>2. List of Academic Publications (Do not send actual publications until requested. Copies of three main publications will be 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 applying for the position.</li> <li>5. "Statement of Purpose" outlining the applicant's view of English language teaching within the context of a liberal arts education. (A4 size, 1~2 page essay in English)</li> <li>6. 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>Mr. Ged O'Connell  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: ARW)" on the envelope. In addition, please indicate on the envelope which position(s) you are applying for: <ul style="list-style-type: none"> <li>- Position 1</li> <li>- Position 2</li> <li>- Either Position 1 or 2</li> </ul> </li> <li>● <b>In addition to sending the application materials, you <u>must</u> complete the online application.</b></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	Mr. Ged O'Connell
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.