

May 22, 2017

Job Announcement

Associate Professor (sennin junkyoju) or Lecturer (sennin koshi), full-time (tenured)

The School of Information and Communication invites applications for a tenured teaching position as follows.

1. Position

A full-time, tenured position of Associate Professor or Lecturer of English Communication

2. Duties

Successful candidates will be expected to teach classes such as English Communication, English Phonetics, English Culture and History and other related classes, conduct research in their area, and perform a variety of educational, academic, and administrative duties at our School, Graduate School and other organs at our university.

3. Qualifications

- a. A doctoral degree in English education, English language or a related discipline, or an equivalent academic qualification
- b. Experience in teaching English language at the university or junior college level.
- c. L1 speaker of English or a similar level of proficiency in English.
- d. Advanced level of Japanese language proficiency to be able to perform all the administrative and educational duties

- e. Passion and commitment to English education and capacity to teach English language classes (speaking, listening, reading and writing) and academic English (presentation, writing).
- f. Academic achievements: 8 or more academic articles or books including at least two refereed publications for the Associate Professor level; 3 or more academic articles or books including at least 1 refereed publication for the Lecturer level

4. Start of employment

April 1, 2018

5. Selection process

Candidates who pass the initial document screening (mid-July) will be invited for the final screening tentatively scheduled on August 9. This will involve a trial class and an academic presentation by the candidate, followed by an interview. Candidates are required to provide a copy of their diplomas. Travel expenses will be reimbursed up to 200,000 JPY.

6. Application deadline

Tuesday, June 27, 2017, 17:00 JST

7. Application documents and how to apply

- a. Please go to the following link for online application to register your application and download formats for some application documents:
<http://www.meiji.ac.jp/infocom/information/2017/6t5h7p00000o9j6g-att/6t5h7p00000o9j8b.pdf>
- b. Send the following materials to our school by registered mail by June 27, 2017.
 - 1) A resume with photograph in our university's original format
 - 2) A list of academic achievements in our university's original format
 - 3) An essay about your future research plans in our School (about 500 words)
 - 4) An essay about your course design (about 500 words)
 - 5) Academic publications: five academic articles or books (at least two of

which are refereed) for Associate Professor applicants; three academic articles or books (at least one of which is refereed) for Lecturer applicants
6) Two signed letters of recommendation in sealed envelopes

Note:

- In sending your materials, please write in red on the envelope: “Application Documents: English Communication (tenured).”
- Applications must reach us both online and by registered mail not later than Tuesday, June 27, 2017, 17:00 JST.
- Submitted materials will not be returned. Candidates who wish to have them returned are advised to include a self-addressed envelope with sufficient stamps or in another equivalent way to cover the cost of registered mail.

8. Mailing address and contact

Administration Office
School of Information and Communication
1-1 Kanda-Surugadai, Chiyoda-ku
Tokyo 101-8301, JAPAN
FAX: +81-3-3296-4351
E-mail: infocom@mics.meiji.ac.jp

For further inquiries, please contact us by email or fax and make sure to include the following wording: “Full-time (tenured): English Communication.” Include your name, contact address, phone number, fax number and e-mail address. Inquiries by telephone will not be accepted.