

OTARU UNIVERSITY OF COMMERCE

3-5-21 Midori, Otaru, Hokkaido, 047-8501, JAPAN

Announcement of a full-time tenured faculty position in English

Applicants are invited for the post of Lecturer or Associate Professorship tenable from April 1, 2019 at the Center for Language Studies, Otaru University of Commerce. The Center has a long history of being one of Hokkaido's top academic research organizations and language educational institutions. We are seeking an exceptional academic who can support our ambitions to enhance such teaching and research reputation of ours. Prospective applicants should refer to the following:

Position:

Full-time tenured Associate Professor or Lecturer at the Center for Language Studies.

Field:

A candidate should possess sufficient expertise in one of—a couple of is desirable though—the following areas of applied linguistics:

- Language teaching.
- SLA (second language acquisition).
- Materials development.
- Writing skill development and academic writing.

Qualifications:

1. Applicants are expected to have a completed PhD in applied linguistics or allied discipline by April 1, 2018. Applicants without a Ph.D. should otherwise have equivalent qualifications including track record of academic publications.
2. Applicants should have adequate ability to teach English in English.
3. Applicants should possess sufficient enough command of the Japanese language to pursue administrative duties, such as producing documents, participating in faculty meetings, and coordinating the teaching practicum; the selection process does not exclude applicants on the basis of nationality or his/her first language.
4. Applicants should have relevant teaching experience (preferably at the college and/or university level).

Responsibilities:

1. The appointee will be expected to teach English as well as applied linguistics and related subjects for the teaching training course within the undergraduate and the graduate programs. Both afternoon and evening classes shall normally be allocated to each academic staff.
2. The post-holder should be engaged in academic research.

3. The successful candidate should commit to professional and program development, the teachers training course, the international student exchange program, and various administrative duties not only of an English academic but also to the Center and University.

Period of Appointment:

The successful applicant shall be required to assume the post on April 1, 2019.

Application Materials:

1. One curriculum vitae in Japanese.
 2. A list of education and research achievements.
 3. A copy of the candidate's three most important research publications and their summaries. At least one of the three publications should be written in English.
 - (3)-b. Summaries of each publication should be written in Japanese for English papers and in English for Japanese papers respectively on one side of an A4 sheet of paper.
 4. If the candidate is not a native English speaker, a copy of certificate of proficiency in English such as Eiken(英検), TOEFL, Cambridge English Language Assessment, United Nations Associations Test of English, TOIEC, and IELTS.
 5. Copies of undergraduate and graduate school degree certificates and official transcripts.
- * On preparing the (1) Japanese CV and (2) list of education and research achievements, please use the prescribed, downloadable form (available from our Website URL listed below).
- * With regard to (1), (2), and (3), PDF digital versions (contained in a CD, DVD, or USB flash drive) should also be included.

Please write (in red) "Application for Gengo Center (English)" on the envelope in which you send your materials. Send the documents by recorded delivery or by registered mail to:

President
Otaru University of Commerce
3-5-21 Midori, Otaru, Hokkaido 047-8501, Japan

Tel: (81) 134-27-5208; Fax: (81) 134-27-5213
E-mail: jinji@office.otaru-uc.ac.jp
(Priority is given to fax or e-mail for inquiries)

Website URL: <http://www.otaru-uc.ac.jp/info/koubo/post-13.html>

Please note that an applicant may be requested to submit a research plan, an essay about English education, a (couple of) letter of recommendation, and/or other additional documentation if we consider it necessary.

Selection Process:

After an initial evaluation of the submitted materials, a number of candidates will be requested to attend an interview both in Japanese and English. It mainly consists of three parts:

- An English mock class/model lesson in English.
- An interview in English and Japanese about candidates' previous experiences and future plan with regard to research and teaching of theirs.
- Questions and Answers Time for administrative duties followed by our explanation. This process includes a course of assessment of candidates' ability of the command of the Japanese language (i.e. listening, reading, speaking, and writing), such as reading out a document written in Japanese and answering some questions on the document, and conducting a course of mock email correspondence for administrative activities. This does not mean to exclude a non-native Japanese candidate but it aims at evaluating one of the listed required qualifications above— i.e. *sufficient enough command of the Japanese language to pursue administrative duties, such as producing documents, participating in faculty meetings, and coordinating the teaching practicum*—which in fact is the institutional agreement for an academic post.

Salary and Benefits:

The successful candidate will be paid in line with the pay scale of Otaru University of Commerce with pension and insurance benefits equal to those afforded all members of the faculty.

Closing Date:

Applications should be received by 17:00 on Friday, August 31, 2018.

- *We abide by the Equal Employment Opportunity Law for Men and Women. A shorter working hours system for childcare support is available to workers in our university.
- *In addition to the conventional salary system, an annual salary system has been introduced in our university since 2014.
- *In principle, submitted materials will not be returned to the applicants. However, if you would like your submissions to be returned after the application process, please include a self-addressed stamped envelope in your packet. Applicants' privacy will be respected and submitted materials will not be used for any other purposes.