

Job Announcement for Specially Appointed Associate Professor F (Center for Foreign Language Education and Research (FLER))

1. Number of Positions

Three, Specially Appointed Associate Professor (Professor or Associate Professor)

2. Conditions

Full-time. One-year contract renewable four times (up to five years in total), contingent upon consideration of their necessity for educational purposes, work performance, and other relevant factors.

3. Starting Date

April 1, 2021

4. Research Field

English Language Education and/or any related field that can contribute to English Language Education

5. Job Details

- 1) Responsible for teaching various English language subjects (university-wide curriculum).
- 2) Responsible for planning, developing and managing the university-wide language education curriculum.
- 3) Responsible for work related to the university's entrance exam.
- 4) Responsible for work assigned by the Dean of FLER.

6. Qualifications

- 1) Those who received a doctoral degree.
- 2) Those who have extensive knowledge and experience of English education curriculum development and management based on CLIL (Content and Language Integrated Learning).
- 3) Those who are willing to work for designing English education curriculum for one of the following areas; humanities, social science, or natural science.
- 4) Those who have sufficient management skills for stable curriculum operation.
- 5) Those who have proficiency in Japanese sufficient to perform administrative duties.
- 6) Those who have a teaching experience at the university level.

7. Location

Office: Rikkyo University, Center for Foreign Language Education and Research, Building #6, Ikebukuro Campus

Teaching: Ikebukuro Campus & Niiza Campus

8. Remuneration and Benefits

Based on the rules of Rikkyo University.

9. Application Documents

- 1) Curriculum Vitae (Designated Form)
 - Use CV in Rikkyo format and no other formats will be accepted.
 - Must include the contact information (including telephone number and e-mail address) and a photo.
 - Must indicate the subject/courses taught in the "Teaching Experience" section.

- 2) Research Achievements (Designated Form)
- 3) Three PDF versions of research papers related to English language education published after January 1, 2015.
 - Must include at least one paper written in English.
- 4) A syllabus for an English course (A4 size, 1 page) as well as the teaching plan of Day 7 of the course (A4 size, up to 3 pages), written either in Japanese or English, satisfying the following conditions:
 - Target students: those whose level is CEFR B1
 - Course contents: CLIL course for one of the following areas; humanities, social science, or natural science.
 - Class size: approximately 20 students in class
 - Class time & Number of classes: 100 minutes per class, meets once a week for 14 weeks per semester.

10. Application Deadline

All documents must arrive by Friday, August 21, 2020.

11. Submission Address and Contact Information

Center for Foreign Language Education and Research, Rikkyo University

Email: fler-saiyo@rikkyo.ac.jp

- Submit application documents as email attachment to above email address and title must be “Application for a Specially Appointed Associate Professor’s position (FAMILY NAME)”.
- Application documents will not be returned.
- After application documents are screened, only short listed candidates will be contacted for an interview by Monday, September 7, 2020. The interview and demo lesson is planning to be scheduled in between Monday, September 14 and Friday, September 18.
- *We will be closed from Saturday, August 8 to Wednesday, August 19 due to University summer holiday. We will respond to all enquiries upon our return on Thursday, August 20.

Download documents from here:

<https://english.rikkyo.ac.jp/news/2020/dn4ddm0000001vg7.html>

Notes:

- *During the screening process, we may ask for additional materials.
- *Personal information in the application documents will not be used for purposes other than for the selection.
- *All associated costs for transportation to the interview must be met solely by the applicant and not by Rikkyo University. The interview may be held online.