

Recruitment of New Faculty

1. Rank: Associate Professor
2. Number of persons to be employed: Two persons
3. Position: Language Teaching Section, Organization for General Education, Saga University
4. Specialty: TESOL, Intercultural Communication
5. Subjects: General English, including TOEFL and Intercultural Communication, and other Liberal Arts subjects provided by Organization for General Education
6. Duties:
 - (1) English for General Academic Purposes and the special program for study abroad (approximately 10 classes per week) at Honjo and Nabeshima Campuses
 - (2) English curriculum planning and management
7. Employment Conditions:
 - (1) A three-year contract (renewable once, but not beyond the total of five years; a three-month trial period set); for full-time teaching staff members who have been working at Saga University for over three years, a two-years non-renewable contract will be made.
 - (2) Annual Salary System adopted by the “Saga University Regulations about Annual Salary System for Teaching Staff”; Full-time teaching staff members, except for those at the attached schools, working at Saga University at the time when they apply can continue to choose the “Saga University Regulations about Monthly Salary for Staff”.
 - (3) Working Hours: Variable Working Hours System by the Month, based on five days (38.75 hours) in a week between 8:30 a.m. and 5:15 p.m.
 - (4) Holidays: Saturdays, Sundays, National Holidays, and the year-end and New Year holidays (from December 29 to January 3)
 - (5) Insurance: Ministry of Education Mutual Aid Insurance, Workers’ Compensation Insurance, and Unemployment Insurance
 - (6) Others: For further details, refer to the Saga University Staff Working Rules
8. Qualifications:
 - (1) A native speaker of English or its equivalent level of English ability
 - (2) Master’s degree or above
 - (3) A minimum of four years of experience of teaching English as a foreign language at Japanese universities or colleges.
9. Documents to be submitted:
 - (1) Curriculum Vitae (Use the attached format #1 and attach a photograph)
 - (2) Research Statement (Use the attached format #2)
 - (3) Philosophy about English Education (about 1,000 words)

- (4) Essay Statement about your educational intentions at Saga University (about 1,000 words)
- (5) Teaching Portfolio
- (6) Research Publications (5 articles or less; photocopies acceptable)
- (7) Photocopies of all the degrees obtained
- (8) Two Letters of Recommendation

10. Selection: The selection is carried out in two stages: The first stage will be made when the documents are screened by the hiring committee, and the second one, by an interview and teaching demonstration. (Applicants are responsible for their own transportation fees and will not be reimbursed.)

11. Application Deadline: Must arrive on no later than 5 p.m. on May 1, 2018 (Tuesday)

12. Starting Date of Employment: October 1, 2018.

13. Submit to: Hironori Hayase

Director of Organization for General Education

Saga University

1 Honjo-machi, Saga 840-8502, JAPAN

<NOTES>

- (1) The University is currently transitioning into the new organizational structure. This may result in the change of affiliation, depending on your area of expertise.
- (2) Application documents should be sent by registered mail, and write "Application for the Position in the Language Teaching Section Enclosed" in red ink on the envelope. We cannot accept applications by e-mail or through the website.
- (3) Saga University promotes gender equality.
- (4) Personal information about applicants is strictly subject to privacy laws and will be used for this application purpose only.
- (5) Application documents will NOT be returned to the sender.

14. Send inquiries to:

Hironori Hayase

Director of Organization for General Education

Phone: 0952-28-8334 / Email: zengaku1@mail.admin.saga-u.ac.jp

Date:

Curriculum Vitae

I. Personal Data

Name:

Date of Birth:

Nationality:

Address:

Phone number:

Email Address:

Photo

to be attached

II. Academic Degrees:

III. Educational Career:

IV. Professional Career:

V. Certification:

VI. Skills (including Japanese Proficiency):

VII. Other Items warranting special mention:

Research Statement

Date:

Name:

I. Research Publication

Title of publications	Single or Joint	Year/Month	Publisher or Conference	Summary(about 200 words)
I. Books				
II. Refereed papers				
III. Other papers				
I. Presentations at conferences				
II. Others				

II. Research Themes & Projects

III. Other Academic Items: