

Soka University, Faculty of International Liberal Arts (Hachioji, Tokyo)
Full-time Position
Begin date: April, 2018

INTERVIEWS TO BE HELD ON SATURDAY, SEPTEMBER 23, 2017

Announcement:

Announcement of the availability of full-time position within the Faculty of International Liberal Arts (FILA) at Soka University (Hachioji, Tokyo) next academic year (beginning April 2018).

Background:

The Faculty of International Liberal Arts is an English-Taught Program (ETP) with an interdisciplinary approach to the study of global issues. English instructors are responsible for teaching English for Academic Purposes, Academic Foundations (TOEFL-iBT Preparation) and Academic Writing, as well as a content course in cross-cultural understanding.

Requirements

All applicants should have a minimum of a Master's degree (PhD in language related education field preferred), minimum three years of university teaching experience, and three publications (preferred). Interested applicants need to provide:

- Updated resume and a cover letter
- Two letters of recommendation
- Samples of publications (preferred)

Applicants will be judged on teaching experience, professional activities, and administrative accomplishments.

Candidates with experience teaching English for Academic Purposes, Academic Writing, TOEFL-iBT test preparation courses, and / or ESP courses in cultural studies are encouraged to apply. In addition, applicants with demonstrated administrative skills are encouraged to apply.

Contract Stipulations:

Tenure-track: Initial three-year contracted position, possibly to renew for two additional one-year extensions, for a total of five years. Tenure will not be offered immediately, and will not be guaranteed. Further employment beyond the initial three years, including contract extensions or tenure, will be determined at the end of each contract period. All contract extensions and considerations will be dependent on recommendations by relevant committees and the needs of the university at the time of any contract renewal.

Submission Process

Please submit materials by email attachment to filaooffice@soka.ac.jp by August 31, 2017. Please indicate in the subject line the position for which you are applying (English Teaching Position).

Scheduled Dates

- Application materials to be received by August 31, 2017.
- Short-listed candidates will be informed between September 11-15, 2017.
- Interviews will be held on September 23 on the campus of Soka University, Hachioji, Tokyo.

- Interviews will be scheduled between 9:00-12:00 in the morning. Interviews will be approximately 30-40 minutes. Candidates are responsible for transportation costs to and from the interview site.
- Short-listed candidates will be informed of their specific interview time and location on or before September 16, 2017.
- Successful candidates will be informed in December, 2017.

If you have any questions about the position or the selection / interviewing process, please send inquiries to the e-mail address listed above.