

April 15, 2019

To whom it may concern,

Tezukayama Gakuin
Chairman of the Board Masaaki Nomura

Tezukayama Gakuin University
President Kinsuke Tsuda

Re: Tezukayama Gakuin University, Faculty of Human Sciences
Full-time Faculty Position

Tezukayama Gakuin University invites applications for one full-time tenured professor, with a maximum five-year probationary period beginning October 1, 2019, in the field of English education at university level. The successful applicant will be appointed Lecturer or Associate Professor depending on qualifications and experience. Applicants with some business background will be given preference.

◇Department: Department of English and Career Studies

*It has been officially decided that Department of English and Career Studies is going to be united with Department of Liberal Arts in April, 2020 and the successful candidate will be a member of Faculty of Liberal Arts from 2020.

◇Qualifications and Application conditions (All of the following must be satisfied):

- 1) PhD or academic achievements equivalent to PhD (TEFL, Applied Linguistics, or related field AND business experience).
- 2) Native/Near-native speaker competence in English is required.
- 3) At least three years' English teaching experience, preferably at the university level.
- 4) An understanding of and active interest in improving English education in Japan.
- 5) Sufficient Japanese ability to participate in faculty administrative work and committees, and to provide academic advice and tutoring to students.
- 6) A strong commitment to materials development, including examination writing.
- 7) An understanding of the school philosophy of Tezukayama Gakuin and a commitment to the educational objectives of Tezukayama Gakuin University.

The successful candidate will highlight their experience in one or more of the following areas:

- Test making / statistics
- Materials development / curriculum design
- E-learning / CALL / interest in or experience teaching with tablet computers
- Overseas programs (orientation, escorting, training)

- Business experiences will be appreciated.

◇Responsibilities:

- 1) Teaching load: A minimum of six 90-minute classes per week, spread over four days.
- 2) Courses: English language skills courses (including a preparation course for our Study Abroad Program and ESP for Tourism and Hospitality) and Junior and Senior Seminar.
- 3) Administrative responsibilities:
 - Involvement in curriculum design and planning.
 - Language counseling.
 - Registration, invigilation and entrance examination duties.
 - Contributions to Tezukayama Gakuin University's international exchange programs.
 - PR activities for recruiting new students (including demonstration lessons at some university events).

◇Employment Condition: In accordance with the regulations of Tezukayama Gakuin University, the successful candidate will be required to live in Osaka Prefecture or the surrounding area.

◇Application materials

- 1) Curriculum Vitae (rirekisho) with an ID photo attached and a list of academic publications (gyosekisho).
- 2) One offprint/copy of three academic publications, with an English synopsis (about 150 words) for each publication.
- 3) Statement in English (about 500 words), explaining the reason for applying, including personal philosophy/comments regarding teaching methods.
- 4) Copy of the highest degree awarded.
- 5) Copy of TESOL diploma/certificate (if available).
- 6) Three Letters of Recommendation, in English or Japanese.

◇Deadline for application

Application materials must arrive by Monday, May 20, 2019, via registered mail (kakitome) or commercial parcel delivery (takuhaibin). Please print in red "Application Documents" on the face of the envelope.

Send applications to: Professor Mari Mizote
Faculty of Human Sciences
Tezukayama Gakuin University (Sayama Campus)
2-1823, Imakuma, Osaka Sayama,
Osaka, Japan, 589-8585

◇Please note:

- 1) After receipt of the initial application materials, requests may be made for additional items.
- 2) We may request to see the original degree certificate/diplomas.
- 3) Upon completion of initial screening procedures, final candidates will be interviewed and asked to give a demonstration lesson. (The details will be provided.)
*Candidates are responsible for any travel and accommodation expenses.
- 4) Candidates will be directly notified of the results upon completion of the process.
- 5) Application materials will not be returned.
- 6) Applicants should provide contact details if they leave Japan, or if they change address in Japan during the application period.

For further details, please e-mail: mizote@tezuka-gu.ac.jp

Application materials will be retained by the Faculty of Human Sciences and will be safely disposed of after the selection. Personal information will not be used for purposes other than the selection, according to the protection of Personal Information Law of Japan.