

November 15, 2017

To Whom It May Concern

University of Shizuoka President

Hiroshi Kito

Invitation for Applications for a Teaching Position

The School of International Relations at the University of Shizuoka invites qualified applicants for the position of full-time tenured Associate Professor starting April 1, 2018. Please distribute this invitation to qualified individuals.

Job Description

1 1 Full-time Associate Professor

2 Department: Department of Languages and Cultures, School of International Relations and Graduate School of International Relations

3 Field: Global Communication Studies

4 Courses Responsible for:

(1) In the undergraduate school:

“PBL English II A・B”* (currently under development), Graduation Thesis Seminar Courses, etc.

*“PBL English II A・B” is an English course that uses Project Based Learning methods to develop students’ knowledge of a wide variety of international relations topics and to foster students’ practical English abilities.

(2) In the graduate school:

“Global Communication Research” (currently under development), Master’s Thesis Seminar Courses, etc.

5 Qualifications

(1) A doctoral degree (in hand as of April 1, 2018) in the above mentioned field, or research achievements equivalent to a doctoral degree,

(2) English language proficiency equivalent to a native speaker of the language (nationality is not a consideration) and Japanese proficiency necessary for conducting daily duties at the University,

(3) Knowledge, ability and motivation to develop educational methods and classes to foster practical English proficiency that allows students to apply their knowledge learned at the university to various contexts in society,

(4) The ability to cooperate with the Language and Communication Research Center (a university-wide English education organization),

(5) The successful applicant is required to reside in or around Shizuoka City.

- 6 Starting date: April 1, 2018
- 7 Deadline for receipt of application materials: December 25, 2017 (Mon), 17:00 (JST)
- 8 Materials to be submitted (1 of each, except for (3))
 - (1) A current CV (attach a recent photo),
 - (2) List of research achievements (See information below regarding the format for describing research achievements. Mark peer-reviewed articles with an asterisk.),
 - (3) Copies of 3 representative publications (5 copies each, offprints are acceptable, each with an abstract of approximately 200 English words.),
 - (4) A statement of research achievements and future prospects for research (about 2 A4 pages),
 - (5) A plan for educational activities at the University, including your educational philosophy, your teaching achievements and your aspirations and plans for teaching at the University (especially regarding PBL English II A+B) (about 2 A4 pages),
 - (6) copies of all post-secondary graduate degrees (i.e., B.A., M.A., Ph.D),
 - (7) copies of all post-secondary academic transcripts,
 - (8) a proposed syllabus for one semester (15 90-minute classes) of “PBL English □ A,”
 - (9) a letter of recommendation (optional),
 - (10) materials demonstrating educational performance, such as course evaluations from students (optional)

9 Review Procedure

- (1) Review of received documents
- (2) Interview at the University. Applicants may be asked to teach a short demonstration lesson. Travel expenses will be borne by the applicant.

10 Application Address:

Mr. Hidemi Nakamura
52-1 Yada, Suruga-ku, Shizuoka-shi
Shizuoka-ken, Japan 422-8526
Telephone: +81-54-264-5106
E-mail: tyous4@u-shizuoka-ken.ac.jp

On the envelope, please write “PBL English Teacher Application Materials” in red pen and send it by registered mail. Electronic submissions will not be accepted.

* Further Application Information

1. Download appropriate application forms for the CV and for listing research results from the University website:
<http://www.u-shizuoka-ken.ac.jp/guide/rec-bid/staff-recruitment/>

2. Submitted materials will not be returned. If the applicant would like to have them returned, this should be indicated in the application, and a stamped self-addressed envelope should be included in the submission.
3. The University will take responsibility for appropriately shredding all remaining application materials. Any personal information included in the submitted documents will not be used for any purpose other than applicant screening, as specified in the Personal Information Protection Act.

Please note the following rules pertaining to CVs:

- (1) Do not list any work unless it has been published. For example, do not include private writing, club newsletters, internal reports or similar materials. In the case of Japanese publications, do not include any works other than books or journals in the Library of Congress.
- (2) Do not list any joint work unless which author has done which section can be identified.
- (3) You may list books or articles that have been accepted for publication by a publisher or in a journal.
- (4) In the case of an academic paper, the relevant page numbers are required.
- (5) List the names of all co-authors if it is a joint work. Do not omit authors.
- (6) Co-authored works refer to works that have the authors' names on the top of an article or cover of a book.