

Opening for a full-time Teaching Position at Tokyo City University

1. Title : A native or near native speaker of English as Lecturer or Assistant Professor
2. Institution : Tokyo City University
3. URL of institution or department:
<http://www.tcu.ac.jp/academics/liberalarts/lang/index.html>
4. Department : Foreign Languages Education Center, Faculty of Liberal Arts and Sciences
5. Job position URL : <http://www.tcu.ac.jp/recruitinformation/index.html#h4>

6. Content of job information:

[On TCU Standard English Courses] :

The Foreign Languages Education Center is responsible for the planning and management of the English language program at TCU. Required English courses are given to all first-year and second-year students, for improving their skills in English.

The distinctive features of the Center are as follows.

- (1) Each course uses the same textbooks and exams for assessing grades.
- (2) The students' proficiency level is assessed by an objective test in required courses (three times in two years).
- (3) Multiple classes are taught based on the student proficiency levels.
- (4) High proficiency scores in a qualification test such as TOEIC will enable a student to get exemption from required courses.
- (5) Preparation courses for TOEIC are offered by full-time teachers.
- (6) Instructor's tutorials are available on request.
- (7) A variety of courses for sharpening English communication skills while studying various topics are available.
- (8) A system is available for taking credits in English while studying abroad in Australia under the Tokyo City University Australian Program.

[Job details (teaching subjects, departmental duties, etc.)]:

- (1) English (Reading & Writing, Communication Skills, TOEIC Preparation, and other subjects) and one other liberal art subject.
At least six 100-minute classes per week.

(2) Participation in the Foreign Languages Education Center meeting, as well as in education and administrative duties undertaken by faculty members.

[Number of positions] : 1

[Starting date]: 4/1/2017

[Work locations]

Setagaya Campus: Zip code: 158-8557 1-28-1 Tamazutsumi Setagaya-ku, Tokyo

Todoroki Campus: Zip code: 158-8586 8-9-18 Todoroki Setagaya-ku, Tokyo

Yokohama Campus: Zip code: 224-8551 3-3-1 Ushikubonishi Tsuzuki-ku, Yokohama,
Kanagawa

7. Research field: Humanities / Social Science

8. Job type : Lecturer or Assistant Professor

9. Employment status : Three-year contract, renewable for an additional two years

10. Qualifications :

(1) Native or near-native speaker of English

(2) M.A. or higher degree

(3) Good working command of the Japanese language

(4) At least some experience with teaching English in Japan

(5) Willingness to teach students at any English proficiency level and to do the Foreign Languages Education Center work

(6) Able to work at any of the three TCU campuses (in Tokyo and Yokohama)

11. Compensation : Based on the payment regulation of the university.

12. Deadline for application : 10/31/2016

13. Application/selection /notification of result /contact details

[Documents to be submitted for application]

(1) Curriculum vitae with the applicant's photo and signature (including name, sex, date of birth, current address, phone number, e-mail address, current occupation, education

after senior high school, work experiences, degrees, qualifications, academic societies the applicant belongs to, any rewards and/ or punishments, any college/university courses currently or previously taught by the applicant) written in English or Japanese (the photo should be taken within six months of the application)

- (2) A list of publications (categorized into books, peer-reviewed academic papers, non-reviewed papers, oral presentations, and others) and a list of educational activities, each shown in order of recent publication
- (3) Off-prints or photocopies of three major publications (each should be accompanied by an abstract of approximately 200 words in English)
- (4) One essay in Japanese on the applicant's ideas for English education at TCU, and one essay in Japanese on the applicant's research plan (each in approximately 800 Japanese letters)
- (5) A photocopy of the applicant's highest academic degree
- (6) Contact information for two references

**Personal information in the documents will only be used for the selection process

[Selection process]

After the screening, selected applicants will be asked to visit the Setagaya Campus for an interview and to give a lecture on a required subject in English. The applicants who have passed the second stage will also be asked to submit two letters of recommendation. The candidates will not be reimbursed for their travel expenses.

[Address for document submission and further inquiry]

Prof. Kazuo DOHI (Language Laboratory)

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E-mail ikokubo@tcu.ac.jp

**Inquiry by e-mail only.

**The documents should be sent by registered mail or by express delivery service.

Please write the following in red on the envelope: "Application: English Lecturer"

The documents will not be returned unless a self-addressed stamped envelope is enclosed.