Open Position for a full-time non-tenured Language Lecturer in English  
World Language and Society Education Center,  
Tokyo University of Foreign Studies

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<th>Position</th>
<th>Language Lecturer</th>
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| Status | Full-time (Non-tenured)  
Three-year contract, renewable for additional two years (five years in total) |
| Affiliation | World Language and Society Education Center,  
Tokyo University of Foreign Studies |
| Teaching specialization | English as a Foreign Language |
| Research field | TEFL/TESL, or the Humanities/Social Sciences |
| Qualifications/Requirements | The applicant should:  
(1) possess native-level English proficiency.  
(2) possess an MA in TEFL/TESL or the Humanities/Social Sciences.  
(3) have a minimum of three published works.  
(4) have previous experience of teaching at university/college level.  
(5) demonstrate a sense of dedication to the teaching of English as a Foreign Language. |
| Starting date | April 1, 2019 |
| Remuneration | To be determined according to the university's established pay scale |
| Application documents/materials | The following application documents/materials should be sent by post to the addressee below:  
(1) A CV (in English or Japanese) with a recent photo  
(2) A list of all publications to date (in English or Japanese)  
(3) Two copies each of three major publications  
(4) A sample syllabus (or teaching plan) to be written in English, for a one quarter Content and Language Integrated English course with an emphasis on academic speaking and writing skills (comprising fifteen 90-minute lessons for a class of 20 students at CEFR B1 level)  
(5) An essay of approximately 1000 words in English, outlining all past teaching experience and proposed future methods for teaching, in the case of selection for the position, at Tokyo University of Foreign Studies  
* Application documents/materials will not be returned. |
| Deadline for applications | Friday, August 24, 2018  
(Deadline for receipt) |
| Addressee | Prof. Asako YOSHITOMI  
Department of English, Tokyo University of Foreign Studies  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo, 183-8534 |
| **Selection procedure** | (1) Selection will take place based on a review of the required application documents/materials and a subsequent interview for shortlisted candidates.  
(2) Candidates selected for interview will be notified of the date as soon as possible after the completion of the first selection stage. The interview will be held in early September.  
(Please note that traveling expenses to the university for the purpose of attending the interview will be at the cost of the interviewee.) |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| **Contact**            | Prof. Asako YOSHITOMI, Head of the English Division  
email: yoshitomi.asako@tufs.ac.jp |
| **Additional information** | Principal duties:  
(1) Teaching a minimum of eight 90-minute classes per week in English as a Foreign Language (to include both Speaking and Writing skills)  
(2) Offering advice to students concerning their studies  
(3) Preparing and scoring entrance examinations  
(4) Conducting demonstration classes and offering consultation to prospective students on the two Open Campus days in July/August and November  
(5) Writing letters of reference for students |