

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

Position	Language Lecturer
Number of positions	1
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	<p>(1) Selection will take place based on a review of the required application documents/materials and a subsequent interview for shortlisted candidates.</p> <p>(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.</p> <p>(Please note that traveling expenses to the university for the purpose of attending the interview will be at the cost of the interviewee.)</p>
Contact	<p>Prof. Asako YOSHITOMI, Head of the English Division email: yoshitomi.asako@tufs.ac.jp</p>
Additional information	<p>Principal duties:</p> <ol style="list-style-type: none"> (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