

Job opening for one full-time teaching-English position
Department of Liberal Arts, Faculty of Science Division I
Tokyo University of Science

1. Job type: Associate Professor/Lecturer (full-time), 1 (One) position

2. Faculty: Faculty of Science Division 1

3. Field of specialization: English Education, English Linguistics, Applied Linguistics, British/American Literature

4. Place of Work: Kagurazaka Campus (Shinjuku/Chiyoda Ward, Tokyo), Faculty of Science Division 1, Tokyo University of Science

*It is possible that the change of work location will be ordered.

5. Duties: Required English courses for first- and second-year students (including reading and writing courses), and elective courses for third- and fourth-year students (Practical English, International communication, TOEIC/TOEFL courses)

6. Qualifications:

- (1) A Ph.D. degree or equivalent
- (2) Teaching experience at a university
- (3) Good publication record of peer-reviewed journal papers
- (4) Japanese proficiency for basic administrative duties (for non-native speakers of Japanese)

7. Date of employment: April 1, 2019

8. Deadline: August 31, 2018

9. Application Materials:

- (1) Curriculum Vitae (with a photograph, the telephone number and the e-mail address)
Download the style sheet from: http://www.tus.ac.jp/boshuu/pdf/rirekisyo_en.pdf
- (2) List of research publications and presentations (they should be categorized as (a) books, (b) journals papers [peer-reviewed papers should be indicated], (c) presentations or (d) miscellaneous)
- (3) A description of teaching English experience (teaching philosophy, teaching methods and materials should be included) (in English and Japanese)
- (4) Copies of two or more chief journal (academic) papers (excluding a M.A./Ph.D. dissertation). At least one paper should be in English.
- (5) Summaries of chief journal papers (250-words English summaries of papers in Japanese, and 1,500-words Japanese summary of papers in English)
- (6) A description of research interest and plan (2 A4 sheets)
- (7) A description of teaching plan (2 A4 sheets)
- (8) A photocopy of the diploma of a Ph.D. degree (or the highest degree)
- (9) Names, institutions and addresses (with e-mail addresses) of two academic referees

*Application materials should be printed in A4 sheets and clipped (not stapled) together

10. Screening:

- (1) Applicants are requested to send required application documents by registered mail, and write "Application Materials for Teaching English" on the envelope in red ink.
- (2) After initial screening, short-listed applicants will be asked to present a seminar in English on their research and philosophy/method of education. They will be informed of the details of the seminar by the end of September.
- (3) The screening result and the seminar result will be notified by e-mail or snail mail.
- (4) The application materials will not be returned.
- (5) Applicants might be asked to submit additional documents.
- (6) Short-listed candidates are asked to attend the seminar at their expense.

11. Mailing Address: Send application materials by registered mail to:

The office of the Department of Liberal Arts, Faculty of Science Division 1, Tokyo University of Science, 1 – 3 Kagurazaka, Shinjuku-ku, Tokyo 162-8601.

Please write on the envelope in red ink ‘Application documents inside’.

12. Inquiries: For more information, feel free to email Etsuko Oishi (Professor):

E-mail: oishi@rs.kagu.tus.ac.jp

13. Others:

- 1) All personal information provided by the applicants will be handled with utmost care and will not be used for any purpose other than screening candidates for the position.
- 2) In principle, the documents submitted will not be returned to the applicant.
- 3) Final result of the selection will be notified by e-mail at the end of selection process.
- 4) If finalists are regarded as equally-qualified after the selection process, preference will be given to female applicants.

Tokyo University of Science aims at supporting women who develop their talents, giving them opportunities to exercise their abilities, and encouraging them to achieve their goals. Female researchers are encouraged to apply.