

Job Announcement

The Faculty of Letters, Toyo University is seeking an Assistant Professor.

1. Department

Department of English and American Literature.

2. Title

Assistant Professor

3. Main responsibilities

Teaching, researching, entrance exam-related work, and other administrative tasks.

4. Number of positions

One.

5. Qualifications

- 1) The applicant should be a native speaker of English.
- 2) The successful applicant will teach four courses per week in English -- two 'English Conversation' classes (for the students of the English and American Literature Department) and two other English classes for the students of English and American Literature Department and/or other students of the Faculty of Letters.
- 3) The applicant should specialize in TESOL and/or related areas.
- 4) The applicant should have a Ph.D. or equivalent academic achievements.
- 5) The applicant should have a sufficient command of Japanese language to carry out university duties.

6) The successful applicant should be available to teach at least three days per week.

6. Starting date

1 April, 2021.

7. Documents to be submitted

1) Curriculum vitae (including your photo, e-mail address, date of birth, and, if you have had any past teaching experience, the names of the subjects/courses that you have taught).

2) List of publications.

3) Single offprint or copy of the most relevant/important publication, with an abstract (approx. 200 words in English, or 400 characters in Japanese). On the list of publications, mark the publication with a circle. 4) Summary of your teaching experience and a statement of aspirations regarding teaching at Toyo University (approx. 500 words in English, or 1000 characters in Japanese).

A copy of your most relevant/important publication, with an abstract (approx. 200 words in English, or 400 characters in Japanese). On the list of publications, mark the publication with a circle.

4) A summary of your teaching experience and a statement of your objectives and aspirations regarding why you would like to teach at Toyo University (approx. 500 words in English, or 1000 characters in Japanese).

5) One letter of reference with the contact details of the referee. (Optional)

8. Employment Conditions

Full-time (non-tenured), one-year contract (renewable four times). The salary system is specified in the University's regulations.

9. Application deadline

31 August, 2020. (Deadline for receipt)

10. Selection

First screening: Document review. Successful candidates will be notified via e-mail or telephone.

Second screening: Interview, including a demonstration lesson. (Please be informed that any cost related to the interview at Hakusan Campus of Toyo University is the responsibility of the candidate).

Final interview: Interview with the university board members.

11. Address

Please send your application documents via simplified registered mail to: Faculty of Letters Office, Toyo University 5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606

*Please write in red on the envelope: "ATTN: Application Documents for the Department of English and American Literature"

*If you wish your documents to be returned, please enclose an envelope with a cash-on-delivery shipping label.

We will take full responsibility for the documents and will not use the information for any purpose other than for the application process of this position.

12. Contact details

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