

東洋大学 契約制外国語講師募集要項
Announcement for a Contract-based Full-time Foreign Language Lecturer Position

I. 採用概要 Summary of Recruitment

1. 採用職名：契約制外国語講師
Type of Employment: Contract-based Foreign Language Lecturer
 2. 身分：専任講師
Status: Full-time Lecturer
 3. 募集人数：1名
Number of positions: 1
 4. 所属：東洋大学国際教育センター
Affiliation: Center for Global Education and Exchange, Toyo University
 5. 主要担当授業科目：Learning English for Academic Purposes (LEAP)
Primary courses to be taught: English for Academic Purposes
※ 週4日勤務、週8コマ（1クラス1.5時間）担当とし、白山キャンパスを中心に他のキャンパス（川越・朝霞・板倉・赤羽台）のいずれかへの出向を含む。
※ 授業以外に毎週講師全員参加によるFD（1コマ）を行う。学生対応のオフィス・アワーを各自1コマ設ける。また、他の教員と協力して教材開発やカリキュラム・デザインを行う。
※ 語学試験対策講座、English camp、新入生教育、科目運営会議、入学試験、その他の学校行事などに参加する必要がある。
Teach 8 classes per 4-day week (1.5 hours per class) at Hakusan campus or Hakusan campus and one of Toyo's other campuses (Kawagoe, Asaka, Itakura or Akabanedai). Participate in 1 weekly faculty development meeting (1.5 hours). Offer an office hour (1.5 hours per week) for students. Work closely with team on material development and curriculum design. Collaborate with team to organize and implement special programs outside the regular academic term, such as: Intensive English exam prep course, English camp (off campus), preparatory workshops, freshman workshops, class management meetings, and entrance exams.
 6. 応募資格 Qualifications :
 - ① 英語を母語とする者あるいはそれと同等の英語力を有する者
Must be a native speaker of English or native speaker equivalent.
 - ② 英語教育関連の修士号を有する者、もしくは関連する分野の修士号と英語教育に関する資格（TESOL, TEFL等）を有する者。
Must have an MA in TESOL, TEFL, or related field;
OR an MA in a relevant field and a certificate in TESOL, TEFL, or similar qualification
 - ③ 資格審査は東洋大学資格審査委員会規程に基づいて行う。
A credential review will be conducted by the credential review committee.
- 教 歴 Teaching experience :
修士の学位取得後、大学レベルの英語教育分野において2年以上の教育歴を有する者。日本での教育歴があることが望ましい。
Candidates must have a minimum of two years' experience teaching English at the university level since obtaining their master's degree. Teaching experience in Japan is preferable.
- 研究業績 Research achievements :
修士の学位取得後、刊行された学術論文3本以上を有する者。
Candidates must have published three or more academic papers in recognized journals since

obtaining their master's degree.

上記に該当しない応募書類は受け付けない。

Applications from candidates who do not meet the prerequisites will not be considered.

なお、English for Academic Purposes, CLIL, TOEFL, IELTS 等を専門分野とする者、また、これらの分野を日本で教えた経験のある者が望ましい。

Special preference will be given for candidates with specialization in English for Academic Purposes, Content and Language Integrated Learning (CLIL), TOEFL or IELTS (or other recognized English proficiency test), or similar subject matter. Preference will be given to candidates with such teaching experience in Japan.

- ④ 週当たり授業 8 コマ (1 コマ 90 分) を担当、FD ミーティング (1 コマ) に参加し、オフィスアワー (1 コマ) を設定する他、語学試験対策講座、English Camp の企画・実施に携わることのできる者。また、カリキュラム立案や教材開発に積極的に参加する意志のある者。

Must be able to teach 8 classes (1.5 hours per class), offer an office hour (1.5 hours per week), participate in 1 weekly faculty development meeting, and contribute actively to curriculum planning and creating instructional material. In addition, the candidate must be able to engage in planning and implementing an intensive English exam course, English Camp, and preparatory workshops outside the regular academic term.

- ⑤ 東洋大学白山キャンパス、朝霞キャンパス、川越キャンパス、板倉キャンパス、赤羽台キャンパスへの通勤が可能である者。

Must be able to commute to the Hakusan, Asaka, Kawagoe, Itakura and Akabanedai campuses.

7. 採用年月日：2020年4月1日

Starting date: April 1, 2020

8. 勤務地：東洋大学各キャンパス

- ① 白山キャンパス (東京都文京区白山 5-28-20)
- ② 朝霞キャンパス (埼玉県朝霞市岡 48-1)
- ③ 川越キャンパス (埼玉県川越市鯨井 2100)
- ④ 板倉キャンパス (群馬県邑楽郡板倉町泉野 1-1-1)
- ⑤ 赤羽台キャンパス (東京都北区赤羽台 1-7-11)

Teaching sites:

- ① Hakusan campus (5-28-20, Hakusan, Bunkyo-ku, Tokyo)
- ② Asaka campus (48-1, Oka, Asaka City, Saitama Prefecture)
- ③ Kawagoe campus (2100, Kujirai, Kawagoe City, Saitama Prefecture)
- ④ Itakura campus (1-1-1, Izumino, Itakura-machi, Ora-gun, Gunma Prefecture)
- ⑤ Akabanedai campus (1-7-11, Akabanedai, Kita-ku, Tokyo)

9. 契約制度 Contract:

- ① 年俸制による1年契約とする。教育評価が高く、大学が必要とする場合、契約を3回まで更新することがある (最大4年間)。

One-year contract subject to annual renewal up to three times (for a maximum of four years) if Toyo University acknowledges the need to do so and the lecturer's performance is highly evaluated.

- ② 教育評価が高く、心身ともに健康で、かつ授業運営上必要な場合には、更に1期4年に限り契約を更新することができる。

In the event that the quality of instruction is deemed superior, the lecturer is found to be healthy in mind and body, and Toyo University continues to require such services, the contract may be renewed for an additional term not to exceed 4 years.

※ 採用日から遡って6ヶ月以内に本法人と雇用契約がある（あるいは雇用契約があった）場合は、契約更新期間が短くなる場合がある。

Previous years taught at Toyo will not count toward the contract limits unless the teaching occurred within six months of the beginning of the contract (April 1, 2020).

10. 給与 Salary and benefits:

① 年俸制 総額 600 万円 ※支払方法は月額として 50 万円

Annual salary: JPY6,000,000 ※Payment shall be made on a monthly basis in the amount of JPY500,000

② 給与以外に、通勤手当を支払う。

Allowance for commuting to be paid in addition to salary.

③ 研修費 英語教育向上のため、研修費として年間 28 万円を支給する。

Annual allowance for research purposes: JPY280,000.

④ 退職金 支給しない。

No retirement allowance.

※ 私学共済（日本私立学校振興・共済事業団）に加入するものとし、掛金は本人と学校法人東洋大学で折半する。福利施設の利用は専任教員に準ずる。

※ Enrollment in *Shigaku Kyousai* Insurance (The Promotion and Mutual Aid Corporation for Private Schools of Japan) is mandatory. Premium payments are split between Toyo University and the lecturer. Access to Toyo University welfare facilities is the same as for full-time faculty.

II. 応募方法 Application

1. 提出書類 Documents to be submitted :

(1) 履歴書（様式 1）Curriculum Vitae (Use Form 1)

① 学歴・学位・学会活動および職歴などを記入してください。

Please include educational background, academic degrees, conference activity, work history, etc.

② 教職歴のある方は、授業担当科目を記入してください。

Please include teaching experience (including course titles).

③ 別紙様式 I の記載内容にもとづき「A4 版」で作成してください。

Please create in “A4 size” based on the contents of Attachment Form I.

(2) 教育・研究業績（様式 2-A~D）

List of Teaching and Research Achievements (Use Forms 2-A, 2-B, 2-C, and 2-D)

上記 I - 5 「担当授業科目」に関する研究業績を著書、論文、報告書、学会発表、およびその他の活動に区分し、書名・発行所・題名・発表雑誌名・発表年月日、概要などを古いものから明記し、主要著書・論文 3 点に◎印をつけてください。

List achievements in the order of the date of presentation or publication (from past to present) under the respective categories: books (Form 2-A), academic papers (Form 2-B), conference presentations (Form 2-C), and other activities (Form 2-D). Please complete the forms by filling in required information such as the title, publisher, name of the journal, date of publication, and a brief summary. Please mark ◎ to your three most important publications.

(3) 主要著書・論文 3 点の現物（それぞれ 4 部ずつ、コピー可）

Hard copies of three most important academic publications:

その他教育業績に関するリストや資料、または担当科目の進め方に関する資料を添付することができます。別紙様式2の記載内容にもとづき「A4版」で作成してください。

Please submit 4 hard copies (original or photocopied) of each of the three most important academic publications indicated above. Additional materials related to educational achievements and/or courses taught can also be attached. Please create in “A4 size” based on the contents of Attachment Form 2.

(4) 推薦者情報 3名分 Information about 3 references:

推薦者3名について、氏名、現職、住所、電話番号、e-mailアドレス、応募者との関係を記載してください。選考の過程で選考委員から推薦者に連絡を取る場合もあります。Please provide names, titles, relationship to applicant, phone numbers, mailing addresses, and email addresses of 3 references whom the screening committee can contact.

(5) 各種証明書 Academic degrees and certificates

① 学歴・学位については、学部の卒業証明書および大学院の修了証明書、学位取得証明書又は学位記の写し

Please submit photocopies of your undergraduate and graduate degrees,

② TESOL (あるいは TESL、TEFL など) の資格を証明する書類の写し

Please submit photocopies of any certificates you have in TESOL (TESL, TEFL, or related fields).

※ 選考段階で成績(単位取得)証明書・健康診断書の提出をいただく場合があります。

Please note that the candidate may be asked to submit a certificate of earned credits, official transcript, and/or the result of a health check-up during the screening process.

2. 応募締め切り：2020年1月24日(金)必着

Application deadline:

Applications (hard copies) must be received no later than Friday, January 24, 2020.

3. 応募書類提出先：

〒112-8606 東京都文京区白山5-28-20 東洋大学国際教育センターLEAP オフィス宛
電話 03-3945-7341

※ 「LEAP <契約制外国語講師>応募書類在中」と朱書きの上、書留もしくは宅配便で送付願います。

※ 応募書類は返却いたしません。

The application materials must be sent by registered mail or courier to:

Center for Global Education and Exchange (LEAP Office)

Toyo University

5-28-20, Hakusan, Bunkyo-ku, Tokyo 112-8606 Japan

Phone: 03-3945-7341

※ Please be sure to mark the following on the front of your envelope in red ink:
“Application for LEAP (Contract-based Full-time Lecturer Position)”.

※ The application materials will not be returned to the applicant.

III. 選考方法 Selection Process

(1) 1次選考：書類・業績審査

Preliminary screening: Screening of application materials.

※ 1次選考の結果は、2次選考に進む通過者のみにメールにて連絡いたします。

The result of the preliminary screening and details for the secondary screening will be sent by e-mail only to those who pass the preliminary screening.

(2) 2次選考： プレゼンテーション（英語による模擬講義 15分および面接 15分）

Secondary screening: 15-minute demonstration lesson and 15-minute interview

① 実施日： 2020年2月28日（金）

Date: Friday, February 28, 2020

② 場所： 東洋大学白山キャンパス

Place: Toyo University Hakusan Campus

※ 2次選考通過者には、役員による最終面接を受けていただきます。

Those who have passed the secondary screening will be called for the final interview with the chairman of the board and other executive board members.

IV. その他 Other

① 問い合わせはメールのみ対応しますので、以下のアドレスをお願いします。

ml-leap@toyo.jp

Inquiries can be made by e-mail only at ml-leap@toyo.jp .

② 応募書類に記載された個人情報については、採用以外の目的には使用いたしません。なお、採用が確定した応募書類については、雇用管理のために利用し、その他の応募書類は本学で責任をもって処分します。

The personal information on the application documents will be used solely for the purpose of screening applicants for employment. The university will discard the application documents of those who were not selected for employment.

以 上

Curriculum Vitae

Date:

Name	seal [㊦]	sex	Date of Birth	(photo)
Current address				
			TEL - -	

Educational Background

Month / Year	Name of educational institution, degrees obtained, etc.
	Graduated from high school

Academic Degrees

Date received	Degree obtained	Name of institution	Thesis /dissertation title

Work Experience / Honors & Awards

Month / Year	Name of employer, job title, name of award, etc.

Books

Date: _____

Personnel No.	n/a	Name		Name of publisher	Starting page (if applicable)	Ending page (if applicable)	Brief summary	Name of co-author and your part/role (in the case of co-authored books)
		Single or co-author	Month/year of publication					
※								

※ Please select a total of 3 major accomplishments from "Academic Papers", "Books" and "Conference Presentations", and enter a check mark in the asterisk column.

Academic Papers

Date: _____

Personnel No.	n/a	Name		Month/ year of issue	Name of journal etc. that carried the paper	V o l u m e	I s s u e	Starting page	Ending page	Brief summary	Name of co-author and your part/role (in the case of co-authored papers)	
		Single or co-author	Title									
※												

※ Please select a total of 3 major accomplishments from "Academic Papers", "Books" and "Conference Presentations", and enter a check mark in the asterisk column.

Conference Presentations

Date: _____

Personnel No.	n/a	Name		Name of conference	Starting page (if applicable)	Ending page (if applicable)	Brief summary	Name of co-presenter and your part/role (in the case of joint presentation)
		Single or joint presentation	Month/year of presentation					
※								

※ Please select a total of 3 major accomplishments from "Academic Papers", "Books" and "Conference Presentations", and enter a check mark in the asterisk column.

Other Activities

Date: _____

Personnel No.	n/a	Name	Name of activity	Year and month of implementation	Brief summary

References

Date: _____

Name _____ / Seal(印) or signature _____

1	Full Name	
	Affiliation and title	
	Relationship to applicant	
	Phone number	
	Mailing address	
	e-mail address	
2	Full name	
	Affiliation and title	
	Relationship to applicant	
	Phone number	
	Mailing address	
	e-mail address	
3	Full name	
	Affiliation and title	
	Relationship to applicant	
	Phone number	
	Mailing address	
	e-mail address	