

October 18th, 2023

To:

Presidents of relevant universities

Deans of relevant universities

Heads of relevant organizations

Toru Kurahashi

Dean, Faculty of Economics

Dokkyo University

Openings for part-time lecturers in the Interdepartmental English Language Program

1. Position: Part-time lecturer
2. Number of positions: Multiple
3. Classes to be taught: Academic Listening Strategies, Academic Reading Strategies, Speaking in Academic Contexts, etc.
4. Teaching days: Monday, Tuesday, Wednesday, Thursday, Friday (1 or 2 days per week)

Cf. Dokkyo University class hours:

1<sup>st</sup> period 9:00 – 10:40

2<sup>nd</sup> period 10:55 – 12:35

3<sup>rd</sup> period 13:35 – 15:15

4<sup>th</sup> period 15:30 – 17:10

5<sup>th</sup> period 17:20 – 19:00

5. Appointment: Beginning on April 1st, 2024
6. Term of employment: 1 year (until March 31, 2025); renewable yearly
7. Qualifications and application requirements:
  - (1) Master's degree or higher, with experience teaching at a university or equivalent institution
  - (2) Specialization in English education, applied linguistics, or related field
  - (3) English ability sufficient for teaching in English
  - (4) Japanese ability sufficient for handling university-related administrative matters
  - (5) Instructors who already have an appointment with another English program at Dokkyo University cannot apply for this position.
  - (6) Doctoral students who have completed at least 3 years of study at the time of employment
8. Salary and benefits

Salary: based on the Dokkyo University pay scale

Transportation: paid in accordance with university regulations (includes upper-limit)

Other: health insurance, unemployment insurance not provided
9. Departmental affiliation: Teachers will belong to the Faculty of Economics, but will teach courses in the Interdepartmental English Language Program (See "Additional information" below)

## 10. Application process

Choose one of the two methods below to apply:

### (1) JREC-In Portal Web

Please use the JREC-IN Portal Web application function (<https://jrecin.jst.go.jp/seek/SeekTop?ln=1>). All the application materials must be submitted as a single PDF file. Please include a table of contents for the PDF file in (1) below (Cover letter).

### (2) Postal mail

Please send application materials by post to:

Office of the Faculty of Economics, Dokkyo University

1-1 Gakuen-cho, Soka, Saitama 340-0042

Please write "Application materials for part-time position in the Interdepartmental English Language Program" on the envelope in red. As a rule, application materials will not be returned. However, if the applicant wishes the materials to be returned, a stamped self-addressed envelope should be enclosed with the application.

Materials:

For (2) and (3) below, please note that applicants are required to download the Word version of the CV forms (<https://www.dokkyo.ac.jp/about/recruit/>) and type in the information:

- (1) Cover letter (Include e-mail address, possible teaching day(s) and times, a list of relevant courses taught and textbooks used.) \*If applied through JREC-IN, please add a table of contents for the PDF file.
- (2) Curriculum Vitae (with photo attached)
- (3) List of publications and research/educational activities
- (4) Copy of one representative research publication (besides master's thesis)
- (5) Copy of the applicant's final degree certificate/diploma
- (6) Copy of certificate of English / Japanese proficiency (TOEIC, TOEFL, or Japanese-Language Proficiency Test, etc.)

Application deadline:

Applications must be received no later than Monday, November 20<sup>th</sup>, 2023.

## 11. Selection process

Short-listed candidates will be invited to an interview on Saturday, December 9th, 2023 (Face-to-face interviews are planned). We will provide the candidates with further details by e-mail.

Please note that transportation expenses will not be reimbursed.

## 12. Notification of results

Successful candidates will be notified directly. Applicants' personal information will be handled with the utmost care, and will not be used for any purpose other than selection.

### 13. Inquiries

Kaori Terakawa <kterakawa@dokkyo.ac.jp >

Chair, Interdepartmental English Language Program

### 14. Additional information

(1) The Interdepartmental English Language Program is a coordinated program that stresses “English for General Academic Purposes” (EGAP). Students from the following faculties and departments take courses in the program: Faculty of Foreign Languages (Depts. of German and French), Faculty of Economics (Depts. of Economics, Management Science, and Economics on Sustainability), and Faculty of Law (Depts. of Law, International Legal Studies, and Policy Studies). There are approximately 90 teachers in the program. We seek to hire cooperative teachers who understand the goals and objectives of the program and participate actively to achieve them.

(2) See the university homepage (Program and Employment information) for more information:

[https://www.dokkyo.ac.jp/research/common\\_curriculum/](https://www.dokkyo.ac.jp/research/common_curriculum/)

<https://www.dokkyo.ac.jp/about/recruit/>