

**Limited-Contract Teaching Position, Beginning April 2025,  
Department of English, Faculty of Letters, Doshisha University**

March 18, 2024

The Department of English at Doshisha University, located in Kyoto, has an opening for a faculty member on a five-year limited contract, beginning April 2025.

**Position:** Assistant Professor or Associate Professor, depending on qualifications.

**Contract period:** From April 1, 2025 to March 31, 2030 (nonrenewable).

**Qualifications (all of the following must be satisfied):**

- 1) Native English speaker competence
- 2) Master's degree or above in either the area of English language education (TESOL) or an academic field relevant to the other requirements of this position.
- 3) At least three years' English teaching experience at the university level or its equivalent
- 4) Resident of the Kinki area of Japan during the contract period.
- 5) Sufficient Japanese proficiency for general administrative tasks desirable.

**Responsibilities:**

- 1) Courses: English-language skills courses in the Department of English (undergraduate levels, including preparation courses for the TOEFL iBT and IELTS test and for our Study Abroad Programs).
- 2) Teaching load: A minimum of six 90-minute classes per week.
- 3) Administrative responsibilities: Involvement in curriculum design and planning; coordination of classes; contributions to Doshisha's international exchange programs; participation in designated committees; invigilation and entrance examination duties; and publicity activities.

**Working hours**

09:00-19:55 (Classes are held between 09:00-19:55)

**Annual Salary (approximate)**

6 million yen or more (Assistant Professor: 6 million yen or more (34 years old); Associate Professor: 7 million yen or more (38 years old)), depending on qualifications.

**Application materials:**

- 1) Curriculum vitae (*rirekisho*) and a list of academic publications (*gyosekisho*). (These documents may be written in any form.)
- 2) Two letters of recommendation.
- 3) One offprint/copy of each of three academic publications, with an English synopsis (about 500 words) of each publication.
- 4) Statement in English (about 1,000 words), explaining the reasons for applying, including personal philosophy/comments regarding teaching methods.
- 5) Copies of Bachelor's degree certificate and Master's degree certificate (or Doctorate certificate).
- 6) Copy of TESOL diploma/certificate (if applicable).

**Deadline for application:** Application materials must arrive by Wednesday, July 10, 2024, via registered mail (*kakitome*) .

**Interview and lecture demonstration (to be held in August or September 2024):**

Applicants who pass the first screening will be invited to attend an interview and to give a lecture demonstration on the Imadegawa Campus at Doshisha University, Kyoto (or via Zoom if they reside outside of Japan when the interview takes place).

**Notification of result**

Notification of result will be by email.

**Send applications to:** Professor Tatsuaki DATE, Dean  
Faculty of Letters  
Doshisha University  
Karasuma Higashi-iru,  
Imadegawa-dori, Kamigyo-ku, Kyoto  
602-8580 Japan

**N.B.** Please print “Application Documents (Contract)” on the front of the envelope in red.

**Inquiries:** Inquiries should be directed to: Yoshiyuki Notohara (e-mail: do-eibun@mail.doshisha.ac.jp), the chair of English Department, Faculty of Letters, Doshisha University.

**Please note:**

- 1) After receipt of initial application materials, a request may be made for additional items.
- 2) We may request to see the original degree certificates/diplomas.
- 3) For those candidates who are requested to come to Doshisha for an interview, partial funding for transportation costs will be considered pursuant to the Department’s regulations regarding such funding.
- 4) Candidates will be immediately notified of the results upon completion of the process.
- 5) Application materials cannot be returned.
- 6) Applicants should provide contact details if they are changed after their applications.

Doshisha University home page: <http://www.doshisha.ac.jp/>  
Faculty Recruitment page: <https://www.doshisha.ac.jp/recruit/>

Application materials will be retained by the Department of English, and will be safely disposed of after the selection. Personal information will not be used for purposes other than the one here stated, according to the Protection of Personal Information Law of Japan.