

Contract Lecturer (English)

Applications are invited for the following position at Ferris University:

1. Position: Contract Lecturer
2. Field of Specialty: English Education
3. Subject: English (Intensive and Standard English classes, and elective English classes)
4. Main duties: Responsible for teaching the above language classes and student guidance. Other duties include supporting part-time instructors, conducting an annual review of textbooks and course syllabi, supporting extracurricular language learning, attending and sitting on related committees, attending an annual faculty development workshop. Other duties (which may be requested by the President and/or the CLA Director, depending on the circumstances).
5. Starting date: April 1, 2025
6. Term: 3-year contract. May renew the contract once for 2-years if deemed necessary.
7. Workload: 4 days per week (Wednesday is required), 38 hours per week including 20 hours of teaching (10 classes).
8. Location: Ryokuen campus
9. Remuneration: Salary (first year main salary): 306,200 yen or 345,600 yen, with bonus and other benefits, with salary increase (April 1 of each year) and retirement pay
Insurance: Promotion and Mutual Aid Corporation for Private Schools of Japan, Employment insurance, Worker's accident insurance.
10. Working conditions: Research room and research expense will be provided based on university's policy.
No smoking on the premises.
11. Qualifications: (1) Master's degree or equivalent in TESOL, applied linguistics, or related fields.
(2) At least two years' experience of teaching English in a Japanese university or junior college (by starting date).
(3) Any nationality. Sufficient Japanese proficiency for conducting administrative duties is desirable.
(4) A native or native-level English speaker who has abilities to teach courses in English (overseas experience preferred).
(5) Christian (Protestant), or an understanding of the fact that Ferris is a Christian university.
12. Documentation: (1) Curriculum vitae (Specified format, a picture must be attached).
※No need to fill out your family information.
(2) List of research publications (Specified format)
Please download the forms from the link below.
<http://www.ferris.jp/saiyo/index.html>
(3) Certificate of the highest degree earned (copy).
(4) A one-page, A4-size document that summarizes "How you can contribute to English education at Ferris University in the age of AI?"

(5) Others (submission is optional)

Textbooks, syllabus drafts, class questionnaires, reports/papers, class videos, etc. that you have prepared and that showcase your English teaching experience may be submitted.

13. **Deadline of Application:** Applications must arrive by October 16, 2024.

14. **Selection process:** After the document screening, successful applicants will be contacted for an interview, either in person or via a videoconferencing platform, such as Zoom.

As part of the interview process, we may request a demonstration lesson. Following the interview, a final decision will be made.

*1st screening results: Only candidates who have been selected to proceed will be contacted by e-mail.

*2nd screening results: Applicants will be notified of the selection results by e-mail within one month.

15. **Address:** Send applications by registered mail to:

Ferris University (c/o General Affairs Office) 4-5-3

Ryokuen, Izumi Ward, Yokohama, Kanagawa 245-8650

(Mark the envelope in red “Adjunct Lecturer (English) Application” and send by registered mail. Documents submitted will not be returned.)

※Send it by a traceable method similar to registered mail is also acceptable.

16. **Enquiries:** Any queries should be addressed to the General Affairs Office of Ferris University in Japanese.

Tel: 045-812-8211

<p>The personal information you have submitted will be used only in the selection process. If you are selected, that information will be retained for the employment process.</p>
