

## 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: (Immediately after hiring) 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 and attending a faculty development workshop. Other duties (which may be requested by the President and/or the CLA Director, depending on the circumstances).

(Scope of change) No change

5. Starting date: April 1, 2026

6. Term:

Master's Degree Holders: The term of employment is three years. Contract can be renewed once for two years if all parties agree.

Ph.D. Holders: The maximum term of employment is five years, with no option for reappointment.

7. Workload: 4 days per week (Wednesday is required), 38 hours per week including 20 hours of teaching (10 classes).

8. Location: (Immediately after hiring) Ryokuen campus, Yokohama (Scope of change) No change

9. Remuneration: Salary (first year main salary): 327,300 yen (Master's degree holder) or 363,700 yen (Ph.D. holder), with bonus and other benefits, with salary increase (April 1 of each year) and retirement pay

Health insurance: Promotion and Mutual Aid Corporation for Private Schools of Japan, Employment insurance, Worker's accident insurance.

10. Working conditions: Research room and research expenses 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 or submit a teaching license at the

application stage.

※Please download the forms from the link below.

<http://www.ferris.jp/saiyo/index.html>

(2) List of research publications (Free format)

※Applicants who pass the selection process will be asked to submit the application in the specified form at a later date.

(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?"

(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 7, 2025 (Tue)

14. Selection process: After the document screening, successful applicants will be notified and invited for an interview.

Interview candidates will be informed of the date and time by mid-October 2025. The schedule will be determined by the university.

During the selection process, candidates may be asked to attend an interview and/or give a mock lesson in English using an in-person or remote meeting system such as Google Meet.

All interview candidates will be notified of the results—whether successful or not—with one month after the interview.

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

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.