

# International Christian University

## English for Liberal Arts Program, College of Liberal Arts

### Announcement of Teaching Position in English for Liberal Arts Program

Outline	<p>International Christian University (ICU) is a private, bilingual university that provides a first-class liberal arts education to a culturally and religiously diverse international student community. ICU's educational mission is based on Christian and democratic principles. ICU has approximately 3,000 students and over 150 faculty members from Japan and overseas. The university is located on a wooded campus in the suburbs of Tokyo.</p> <p>We are pleased to announce an open search for a full-time teaching position (contractual appointment) in English for Liberal Arts Program (ELA). <b>The candidate must be a <u>native speaker of Japanese</u> who has the ability to teach courses in English.</b></p> <p>The ELA is an English language program with both content-based and skill-based instruction that incorporates issues related to the College of Liberal Arts (International Studies, Humanities, Education, Social Science, and Natural Science). It places special emphasis on developing critical thinking and academic writing skills, and improving overall English skills of first- and second-year students. The successful applicant will teach RCA (Reading and Content Analysis), AS (Academic Skills) and RW (Research Writing) in the ELA.</p>
Department/ Program	English for Liberal Arts Program (ELA)
Rank & Title	Instructor by Contractual Appointment
Employment	Full-time
Term of Employment	The initial contract is for three years, with the possibility of consecutive employment of up to 10 years in total.
Employment Conditions	<ol style="list-style-type: none"><li>1. Salary: in accordance with ICU employment regulations.</li><li>2. Allowances: available, in accordance with ICU employment regulations (e.g. commuting allowance).</li><li>3. Working hours: in accordance with ICU employment regulations.</li><li>4. Social insurance: coverage by Promotion and Mutual Aid Corporation for Private Schools of Japan (PMAC), workers' compensation, etc.</li></ol>
Number of Positions	1
Qualifications	<ol style="list-style-type: none"><li>1. <b>A native speaker of Japanese who has the ability to teach courses in English.</b></li><li>2. Master's degree or above in TESOL/TEFL or related field.</li><li>3. At least three years' English teaching experience at the university level.</li><li>4. An understanding of the purpose of ICU as expressed in the following statement from the University Regulations: "The aims of International Christian University ... are to create an academic climate of freedom and reverence based on Christian ideals and to nurture conscientious and honorable individuals endowed with an international liberal education and the judgment to play a positive role as citizens of a democratic society."</li><li>5. Evidence of scholarly work related to language teaching is desirable.</li></ol>
Deadline for Applications	Applications must arrive at the address written below no later than November 10, 2023. (The deadline may be extended until an appropriate candidate is found.)

Starting Date	April 1, 2024
Selection Process	<ol style="list-style-type: none"> <li>1. Apply for the position online. <a href="https://business.form-mailer.jp/fms/f82f5e3289623">https://business.form-mailer.jp/fms/f82f5e3289623</a></li> <li>2. <b>After applying online, send all the application materials by mail</b> as described below.</li> <li>3. In early December, short-listed candidates will be invited to an interview and to give a model lesson.</li> </ol>
Notification of Decision	Applicants will be notified by email.
Application Materials	<ol style="list-style-type: none"> <li>1. Curriculum Vitae (Click the link to download). <a href="#">[download]</a></li> <li>2. List of Academic Publications. Copies of three main publications will be requested from candidates who are selected for an interview. (Do not send actual publications until requested.)</li> <li>3. Names and contact information of three referees who can attest to your teaching ability (Three letters of recommendation will be requested from candidates who are selected for an interview.)</li> <li>4. A cover letter in English describing why you are applying for the position</li> <li>5. “Statement of Purpose (signed)” outlining the applicant’s view of English language teaching within the context of a liberal arts education. Please provide examples of general approaches and/or specific teaching activities. (A4 size, 1-2 page essay in English)</li> <li>6. A detailed plan of a lesson on reading and/or writing that you have taught at the university level (A4 size, up to 1 page, double-sided)</li> <li>7. A copy of B.A., M.A., and/or Ph.D. diploma</li> </ol> <p>An application package with all necessary materials should be sent by registered mail to:</p> <p>Ms. Akiko Fukao  Director, English for Liberal Arts Program  International Christian University,  3-10-2 Osawa, Mitaka, Tokyo 181-8585, JAPAN</p> <ul style="list-style-type: none"> <li>• Write “<b>Application for Position (ELA: RCA)</b>” on the envelope.</li> <li>• <b>In addition to sending the application materials, you <u>must</u> complete the online application.</b></li> <li>• No email applications will be accepted.</li> <li>• Submitted application materials will not be returned.</li> <li>• Personal information will be treated with confidentiality.</li> </ul>
Contact Address	3-10-2 Osawa, Mitaka, Tokyo 181-8585, JAPAN
Contact Person	Ms. Akiko Fukao
Position of Contact Person	Director, English for Liberal Arts Program
Email	ela-search@icu.ac.jp
Attached Files	N/A
Additional Information	For inquiries, please use the above email address.