

Job Information (Okayama University)

In preparation for a new bachelor's degree program beginning in 2025, Okayama University is working to design and implement educational reforms throughout the university. In the English Education Section of the Center for Language Education at the Institute for Promotion of Education & Campus Life (IPEC), each of our faculty members is sharing opinions for implementing a better English education program through the entire period of the bachelor's program to play a part in this endeavor. We are looking for motivated individuals, within and outside of IPEC, who will work together to promote English education reform at our university. Additionally, Okayama University strives to publish all official documents in both English and Japanese for internal and external use. We eagerly seek individuals who can be responsible for the dissemination of official documents in both languages. We would like to invite qualified individuals to apply for this position.

1. **Number of positions: 1**
2. **Position:** Professor
3. **Department:** Institute for Promotion of Education & Campus Life (IPEC), Center for Language Education, English Section
4. **Duties will include:**
 - (1) Teaching general education English classes (20 koma per year [1 koma = 50 minutes x 16 times, including exam week]); in addition, may teach some graduate school courses
※ One academic year consists of four terms with 50-minute periods (excluding night classes).
 - (2) Participating in professional development programs and materials development for general English education
 - (3) Helping to plan, evaluate, and improve the university-wide English education curriculum and programs
 - (4) Contributing to IPEC management and administration along with extra-curricular support
 - (5) Contributing to university-wide duties, including entrance examination work
 - (6) Other duties, such as translation of documents, if requested by the Institute Director
5. **Qualifications:**
 - (1) A doctoral degree or equivalent in English Education (such as TEFL/TESL), Applied Linguistics, Second Language Acquisition, English Linguistics, or have conducted research in a related field
 - (2) Sufficient ability to communicate and write in both Japanese and English; any nationality is welcome to apply
 - (3) The ability to take initiative on projects or tasks; a positive attitude to work in cooperation with others to address various university-related issues
 - (4) Extensive teaching and research experience at an institution of higher education
 - (5) It is highly recommended that the candidate live in Okayama city or in the surrounding area if hired.
6. **Starting date: April 1, 2024**
7. **Term of employment: Permanent position. The retirement age is 65.**
8. **Employment details (in accordance with the Employment Regulations of Okayama University):** The employed individual will be paid on an annual salary basis. The specific amount is in accordance with the salary regulations of the National University Corporation Okayama University and is based on the individual's work experience, credentials, education, and qualifications.
[Working hours] Flex time system; no overtime work in principle; possibility to work on weekends or holidays (According to Okayama University Rules and Regulations, Article 41-42)
[Insurance coverage] Unemployment insurance; workers' compensation insurance; pension and health insurance
【For reference】 Okayama University Official Website Rules and Regulations (Japanese only)
https://www.okayama-u.ac.jp/shokisoku/reiki_menu.html
9. **Application materials:**
 - (1) Curriculum vitae (Use form 1) *
 - (2) List of teaching experience (Use form 2) *
 - (3) List of academic publications: Mark up to three self-selected publications with an asterisk. (Use form 3-1) *
 - (4) A brief overview of the above academic achievements (In Japanese, about 400 characters; in English about 300 words) (Use form 3-2)*
 - (5) Copies of up to three self-selected publications (Photocopies acceptable)
 - (6) A one-page essay on the future of university English education and your contribution to English education at Okayama University [In Japanese, about 1,000 characters or in English, about 500 words] (Use form 4) *
 - (7) List of contact information for three references who may be contacted later, along with their affiliation and contact information. Include a letter of recommendation from one of these references. (Use form 5) *
 - (8) Fill out the Excel file with requested information. (Use appended form 6) *

- (9) One certificate of graduation or completion of the last course of study (a copy of the diploma or degree is acceptable)

**The forms can be downloaded from*

<http://www.okayama-u.ac.jp/tp/society/boshyu-kyoiku.html> or from the JREC-IN portal:

<http://jrecin.jst.go.jp>

10. **Application deadline:** Applications must be received no later than noon (12:00pm) on November 20, 2023.

11. **Interview:**

Applicants will be screened on the basis of their written application. Interviews will be conducted in the final selection process. During the interview, the candidate will be asked about their education and research achievements. The candidate may be asked to give a mock lesson as well. Travel expenses will be paid by applicants. Please note that the interview may be conducted online depending on the circumstances.

12. **Send application materials by postal mail AND by email:**

a. **By postal mail:**

Send application materials (1)-(9) [forms 1-6] by **registered mail** to:

Director, Center for Language Education, Institute for Promotion of Education & Campus Life,
Okayama University

1-1, Tsushima-Naka 2-chome, Kita-ku, Okayama 700-8530, Japan

NOTE: Write in red on the envelope “Application for English Teaching Position at Center for Language Education, IPEC enclosed.” Please note that application documents will not be returned.

b. **By email:**

Convert documents (1) to (7) [excluding books and letters of recommendation] to PDF format and send as an attachment to the address below. In addition, document (8) should be sent as an attachment in Excel file format to the address below. **Please password protect** all documents before sending. Send the password in a separate mail.

Send email with attachments to:

Professor Masaru Ogino, English section head, Institute for Promotion of Education & Campus Life, Center for Language Education, Okayama University

E-mail : pvla2erj☆s.okayama-u.ac.jp (replace ☆ with an @ mark)

NOTE: Write in subject line: IPEC English Teaching Position Applicant

※ Inquiries will be taken by email only.

13. **Notes:**

- 1) Depending on the progress of the selection process, we may ask you to submit additional documents.
- 2) If no suitable candidate is found, the position may be re-posted.
- 3) Okayama University promotes gender equality and supports female faculty members. We welcome applications from women.
- 4) To protect personal information, the submitted documents will not be used for any purpose other than those related to this selection process.