

Job Announcement for English Adjunct Lecturer
(Center for Foreign Language Education and Research, Rikkyo University)

1. Number of positions

A small number of English Adjunct Lecturers' positions

2. Conditions

Full-time. One-year contract renewable four times (up to five years total).

3. Location

Office: Center for Foreign Language Education and Research, Ikebukuro Campus

Teaching: Ikebukuro Campus and Niiza Campus

4. Starting date

April 1, 2025

5. Duties

- 1) Four days a week between Monday and Saturday.
- 2) Teach up to ten University-wide Liberal Arts (English) courses per semester, including office hours.
- 3) Curriculum and material development, proctoring, and faculty development.

6. Minimum qualifications (all of the following conditions must be met)

- 1) Sufficient English ability to teach various university-level classes (All nationalities welcomed).
- 2) Holding a Master or Ph.D. degree in English Education, TESOL, Applied Linguistics, or in a related field.
- 3) At least one-year experience in teaching English at university level in Japan at time of application.
- 4) At least one academic publication.
- 5) A practical ability in Japanese language.

7. Remuneration and benefits

Based on the rules of Rikkyo University.

For reference (AY2023 results): First year salary 5,637,000 yen (the amount is before various deductions. Annual salary system. No bonus or retirement allowance), professional development fund 150,000 yen per year.

8. Application documents

1) Rikkyo CV (Word format)

- Use the Rikkyo CV (no other formats will be accepted).
- Must include contact information (including telephone number and email address).
- Download the Rikkyo CV, Sample - Rikkyo CV from the link below and follow the instructions carefully

to complete the CV. <https://www.rikkyo.ac.jp/recruitment/faculty.html>

- Complete it either in Japanese or English.
- 2) ID photo (either JPEG, PNG, GIF format)
 - 3) One academic publication (PDF format)
 - 4) A syllabus for a one-semester English course satisfying the following conditions (PDF format):
 - Target students: Those whose level is CEFR B1
 - Course contents: Download the Global Studies Course List from the link below and select one CLIL course from the list <https://www.rikkyo.ac.jp/recruitment/faculty.html>
 - Class size: approximately 20 students
 - Lesson time & number of lessons: Rikkyo University lessons are 100 minutes, and meet once a week for 14 weeks per semester
 - A4 size, 1 page, written in English
 - 5) Teaching plan of the course based on the 4) syllabus (PDF format)
 - Select a lesson from other than the first or the last
 - A4 size, up to 3 pages, written in English
 - 6) Certificate of your highest degree (PDF format)

9. Application process

Fill in the required information in the Google form below and submit the application documents 1) to 6). A Google account is required for submission, so those who do not have it should obtain one.

<https://forms.gle/gJ5EroEuoGrdJkFW7>

• Those selected in the first screening will be contacted via email by Monday, September 9. The interviews are scheduled between Friday, September 20 and Friday, September 27. In principle, interviews will be conducted face-to-face at the Ikebukuro Campus. Travel expenses for interviews will not be reimbursed.

10. Submission deadline

All documents must arrive no later than noon on Monday, August 26, 2024.

11. Contact information

Center for Foreign Language Education and Research, Rikkyo University

Email: fler-saiyo@rikkyo.ac.jp

*Depending on your work history at Rikkyo University, the maximum number of years you can work in this position you are applying for may change. Please contact us if you wish to confirm.

Notes:

*The Hiring Section will be closed between Friday, August 9 and Tuesday, August 20 due to University Summer holiday. We will respond to all enquiries upon our return on Wednesday, August 21.

*We cannot answer any questions regarding the selection process and the reasons for acceptance or rejection.

*During the screening process, we may ask for additional documents.

*Personal information in the application documents will be used only for selection purposes and not any other purposes.