

## 2025 Seikei University Faculty of Global Interdisciplinary Studies (tentative name) Full-time Faculty Recruitment Guidelines

Recruiting entity	Name	Seikei Gakuen School Corporation
	Representative	Chairman Ken Kobayashi
	Business details	Education and research
	URL	<a href="https://www.seikei.ac.jp/gakuen/">https://www.seikei.ac.jp/gakuen/</a>
Workplace	Name	Seikei University
	Affiliation	Faculty of Global Interdisciplinary Studies (tentative) (However, you will be in a post directly under the president in 2025, until the faculty is officially launched in 2026.) <a href="https://www.seikei.ac.jp/university/news_topics/2023/15678.html">https://www.seikei.ac.jp/university/news_topics/2023/15678.html</a>
	Address	3-3-1 Kichijoji Kita-machi, Musashino-shi, Tokyo 180-8633
	Traffic	<Nearest station> JR/Keio Inokashira Line Kichijoji Station Approximately 5 minutes by Kanto Bus from North Exit Bus Stop No. 1 or 2 then get off at Seikei Gakuen-mae or approximately 15 minutes on foot
	URL	<a href="https://www.seikei.ac.jp/university/">https://www.seikei.ac.jp/university/</a>
Working conditions	Working hours	Up to 40 hours per week
	Holidays	Sundays, public holidays, year-end and New Year holidays, and holidays set by Gakuen
	Passive smoking prevention	Smoking is completely prohibited on the school campus.
Recruitment conditions	Scheduled hiring date	April 1, 2025 *See notes
	Contract period	Indefinite (retirement system is applied)
	Trial period	No trial period
	Work details	(1) Research (2) Teaching undergraduate students (3) Education and research supervision for students (4) Administrative duties of English subjects in university-wide education subjects (Seikei Liberal Arts Curriculum), etc. (5) Other duties related to the university's English and global education (study abroad, etc.) (6) Other faculty and university administrative duties
	Field of expertise	English, intercultural communication studies, English education, (applied) linguistics, English literature and literature in the English language, and other fields related to English

	Courses to teach	<p>Scheduled to teach from the following categories, with a focus on subjects related to English and intercultural communication studies.</p> <p>(1) English subjects in the faculty</p> <p>(2) English subjects in the general liberal arts curriculum (e.g. Listening &amp; Speaking, Reading &amp; Writing, and other elective subjects)</p> <p>(3) Interdisciplinary global subjects (teaching classes related to your own expertise through EMI (English Medium Instruction) as e.g. Special Seminar) and English courses in advanced programs</p>		
	Qualification requirements	<p>(1) Must have at least a master's degree in the relevant field</p> <p>(2) Have knowledge and experience in specialized fields and be passionate about education and research</p> <p>(3) Ability to actively engage in various tasks related to university and faculty management</p> <p>(4) Native English speaker or have equivalent English proficiency</p> <p>(5) Experience of teaching English at university-level for more than 3 years</p> <p>(6) Have sufficient Japanese language ability to perform education and research supervision and university and faculty management duties</p> <p>*Must meet all of the above conditions</p>		
	Position	Professor or associate professor or lecturer	Scheduled hiring number	1
Treatment	Remuneration	<p>(1) Basic wage (monthly salary): Will be paid in accordance with Seikei Gakuen regulations (determined based on career history, etc.)</p> <p>(2) Commuting transportation expenses: An amount equivalent to a 6-month commuter pass (up to 300,000 yen) will be paid on the April and October salary payment dates only if the commuting distance is 2 km or more one way.</p> <p>(3) Various allowances: family allowance, housing allowance, separate payment for extra classes, etc.</p> <p>(4) Wage payment date: 20th of every month</p> <p>(5) Payment method: Transferred to the designated bank account</p> <p>(6) Deductions when paying wages: Yes (income tax, resident tax, social insurance premiums)</p> <p>(7) Salary increase: Yes</p> <p>(8) Bonus: Yes (paid according to finances of Gakuen and work performance)</p> <p>(9) Retirement allowance: Yes</p>		
	Various social insurance	<ul style="list-style-type: none"> <li>- Social insurance participation: Mitsubishi Health Insurance Society and Japan Private School Promotion and Mutual Aid Corporation</li> <li>- Employment insurance applicable: Yes</li> <li>- Worker's compensation insurance applicable: Yes</li> </ul>		
	Welfare	<p>Asset accumulation system (general, housing, pension), various welfare projects of private school mutual aid, Mitsubishi Health Insurance Society, etc.</p>		

Application	Application documents	<p>(1) Faculty Personal Record (Resume) (Please use the specified format in the attached file)</p> <p>(2) Faculty Personal Record (List of publications and research/educational activities) (Please use the specified format in the attached file)</p> <p>(3) Three major publications *If there is something that cannot be submitted as a PDF file, such as a book, please contact us via Contact below.</p> <p>(4) Summary of (3) above (A4 size, free format, and approximately 150 words each in English)</p> <p>(5) Summary of past research and educational history (A4 size, free format, and approximately 500 words in English)</p> <p>(6) Future research plans and aspirations for education (A4 size, free format, and approximately 500 words in English)</p> <p>(7) Name, affiliation, position, telephone number, and e-mail address of two referees (A4 size and free format)</p> <p>*For documents (1) and (2), please refer to the entry guidelines posted on the Ministry of Education, Culture, Sports, Science and Technology website below before filling out the form. [URL] (Applicable page: P165-P172) <a href="https://www.mext.go.jp/content/20230323-mxt_koutou03-000024990_2_3.pdf">https://www.mext.go.jp/content/20230323-mxt_koutou03-000024990_2_3.pdf</a></p> <p>*Applicants may be excluded from the selection process if the submitted documents are incomplete.</p> <p>*You may be asked to submit letter(s) of recommendation (free format, self-recommendation not allowed, and can be from referee(s) mentioned in application documents (7)), syllabus, degree certificate, etc. during the selection process.</p> <p>*Application documents will not be returned, but applicant information will be managed appropriately.</p>
	Application deadline	Must arrive by February 29, 2024
	Contact	<p>Seikei University Faculty of Global Interdisciplinary Studies (tentative) Establishment Committee</p> <p>E-mail: <a href="mailto:kokusaikyouso@jc.seikei.ac.jp">kokusaikyouso@jc.seikei.ac.jp</a></p> <p>*Please contact us by e-mail. Please write "English Field" in the subject line.</p>
	How to submit documents	<p>Please submit application documents (1) to (7) in digitized data via JREC-IN Portal Web. <a href="https://jrecin.jst.go.jp/seek/SeekJorDetail/Changelang?id=D124012180&amp;lang=1">https://jrecin.jst.go.jp/seek/SeekJorDetail/Changelang?id=D124012180&amp;lang=1</a></p> <p>Please submit all application documents (PDF format in principle) compressed into a zip file (maximum 30MB) when applying. The submission file name should be "25A Submission date name.zip" (all half-width alphanumeric characters. Space is not available. ) (Ex: 25A0901SEIKEITaro.zip when submitted on September 1)</p> <ul style="list-style-type: none"> <li>- Please do not set passwords for various files and folders.</li> <li>- Please refrain from sending application documents as email attachments.</li> </ul>
Selection method	<p>Document screening and interview will be conducted.</p> <p>*Applicants who pass the document screening will receive interview information by April 30, 2024.</p>	

	Notes	<p>* Seikei University is seeking an approval of the Ministry of Education, Culture, Sports, Science and Technology (March 2025 or April 2025 depending on the required procedure) to launch the Faculty of Global Interdisciplinary Studies (tentative name) in April 2026. Please keep in mind that you will be required to cooperate with the preparation of documents when applying for or submitting an establishment approval.</p> <p>*There will be a review by the Council for Establishment of Universities and Educational Corporations in an application for approval, and it will be necessary for the applicant to be determined that the teacher's qualifications, position, and class subject in charge are ELIGIBLE. If the applicant is found to be INELIGIBLE, his/her affiliation may be changed from the Faculty of Global Interdisciplinary Studies (tentative) from 2026 onwards.</p> <p>*If the establishment of this faculty is postponed from April 1, 2026, changes in work content and duties are expected.</p> <p>Please apply after agreeing to the above points.</p>
	Other	<p>Seikei Gakuen promotes diversity and inclusion in education and in the workplace.  [URL]<a href="https://www.seikei.ac.jp/gakuen/about/efforts/diversity-inclusion.html">https://www.seikei.ac.jp/gakuen/about/efforts/diversity-inclusion.html</a></p>