

Tamagawa University Faculty Recruitment Guidelines

Job posting URL	https://www.tamagawa.jp/introduction/person/university.html		
Title	ELF(English as a Lingua Franca) lecturer (part-time) positions (玉川大学)		
Assigned department	Center for English as a Lingua Franca		
Application period	2024/11/8	~	2025/1/6 must be received
	Comment	January 6 or when the position has been filled.	
Number of positions	5	Comment	
Hiring/Starting date	Hiring date	2025/4/1	Starting date
			2025/4/1
Research	Field	Humanities & Social Sciences	
	Major	Linguistics	
Institution Description	Tamagawa University is seeking part-time instructors for its ELF (English as a Lingua Franca) program.		
Department URL	https://www.tamagawa.ac.jp/celf/		
Work location	6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610		
Job type	Lecturer (part-time)		
Employment status	Part-time		
Contract period	Limit on period of employment	Yes	※No provisional period
	Period	The initial contract is effective until March 31. If the university deems it necessary, the yearly contract may be renewed four times. The period of employment will not exceed five consecutive years and will not extend beyond the last day of the fiscal year in which the employee reaches the age of 65.	
Job content	<p>Teaching university-wide ELF classes. 1 class consists of 100 minutes (two 50-minute koma). Available to teach up to 3 classes (100 min X 3 classes) from the time schedule below on Monday, Tuesday, Wednesday or Friday. Specific class schedule will be discussed in the interview. Monday, Tuesday, Wednesday or Friday Periods 1 and 2 : 9:00-10:50 Periods 3 and 4 : 11:00-12:50 Periods 5 and 6 : 13:00-14:50 Periods 7 and 8 : 15:00-16:50 Periods 9 and 10 : 17:00-18:50 (Monday, Tuesday and Wednesday)</p> <p>*Includes a 10-minute break during class time. Each semester consists of 15 weeks of classes and a final examination. You are responsible for making up cancelled classes. Final examination is scheduled in the 16th week. In compliance with our academic calendar, classes may be held on Saturdays, Sundays and national holidays in order to secure 15 weeks.</p>		
Working hours	The schedule of classes at Tamagawa University consists of 10 periods of 50 minutes each, from 9:00 to 18:50.		
Wages	<p>"Monthly fee" for one 50-minute koma: 11,100 yen to 16,100 yen The monthly payment for a 50-minute koma will be made over 6 months in the case that 15 classes are taught in a semester. 【Spring semester】 Monthly payment (unit price per koma x number of koma) x 6 months (April, May, June, July, August, and September) 【Fall semester】 Monthly payment (unit price per koma x number of koma) x 6 months (October, November, December, January, February, and March) However, if the number of classes taught in a semester is less than 15, the payment will be made according to the number of classes taught.</p>		
Additional information	<p>【Transportation expense】 Transportation expenses equivalent to the cost of public transportation up to 50,000 yen per month will be paid as applicable, even if you use your own car or other transportation method. 【Retirement】 The contract will not be extended beyond the financial year in which the employee reaches the age of 65.</p>		
Insurance	Workers' Accident Compensation Insurance		
Other conditions	The measures against second-hand smoking in your workplace : No smoking on the premises (smoking area is set outside of the building)		

Qualifications	<ol style="list-style-type: none"> 1. Qualification: MA in TESOL, TEFL or Applied Linguistics 2. Expert user of English with an ability to conduct ELF classes in English for students with various levels of proficiency 3. Experience in teaching English at college level preferred 4. Experience in learning a second/foreign language to the advanced level 5. A substantial record of publications/conference presentations in ELT and/or related areas 6. A legal status to work part-time at a higher education institution (Japanese citizenship, permanent residency or a relevant visa)
Application documents	<ol style="list-style-type: none"> 1. A cover letter indicating your teaching and research backgrounds as well as your understanding of English as a Lingua Franca. 2. CV: with photo, taken within the last 3 months. 3. Statement of Research Achievements: including activities conducted for professional or public organizations, publications (specify refereed or non-refereed), research papers and presentations in your area of research. 4. Statement of Pedagogical Achievements: including classroom related publications such as textbooks, teaching materials, or lectures. 5. A list of people who will act as referees. <p>Regarding the documents #2, #3 and #4, you may use Tamagawa University format which is available in the URL below. Your own format would also be acceptable for the application if it covers all the information indicated above, however, if you pass the document screening, in order to proceed to the interview stage, we will ask the applicants to fill out the #2, #3 and #4 documents in Tamagawa University format, in which case, please type your responses.</p> <p>Tamagawa University forms are available in the URL below. https://www.tamagawa.jp/introduction/person/university.html 履歴書 (Curriculum Vitae) <指定様式> 研究業績書 (Statement of Research Achievements) <指定様式> 教育業績書 (Statement of Pedagogical Achievements) <指定様式></p> <p>Three supplemental information files(How to Fill out the Forms in Tamagawa University Format; List of Categories, Areas, Disciplines and Research Fields; and The Handling of Personal Information at Tamagawa University Faculties) are in the website. Please refer to the instructions indicated in the files and fill out the forms if you choose the university format.</p>
Return of application documents	All the application materials you have submitted to us will only be used for the present recruitment in accordance with our Privacy Protection Policy and will be discarded once the selection process has been completed.
Submission of applications	<p>【For applications by post, please send to】 Center for English as a Lingua Franca, Tamagawa University, Tamagawa University, 6-1-1 TamagawaGakuen, Machida, Tokyo 194-8610</p> <p>【For applications by e-mail】 Please send your application documents (応募書類) to the Tamagawa University ELF Center email address (below) with your name as the file name and “Tamagawa University ELF Center Part-time Faculty Application (Applicant's Name)” as the subject of the email.</p>
Selection /notification of result	<p>We may ask candidates for additional materials if necessary. Successful candidates will be invited to an interview. Applicants are responsible for transportation expenses for interviews.</p> <p>The result of your application will be conveyed by email.</p>
Inquiry Contact	Center for English as a Lingua Franca, Tamagawa University, Tokyo e-mail: celf_recruit@tamagawa.ac.jp
Comments	CELFL office will be closed on Saturdays, Sundays, National holidays, and during the winter vacation period (December 24 - January 5).