

# Tamagawa University Faculty Recruitment Guidelines

Job posting URL	<a href="https://www.tamagawa.jp/introduction/person/university.html">https://www.tamagawa.jp/introduction/person/university.html</a>											
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	2025/10/29	~	2026/1/7	must be received								
	Comment	例) January 7 or when the position has been filled.										
Number of positions	5	Comment										
Hiring/Starting date	Hiring date	2026/4/1	Starting date	2026/4/1								
Research Field Major	Humanities & Social Sciences											
	Linguistics											
Institution Description	Tamagawa University is seeking part-time instructors for its ELF (English as a Lingua Franca) program.											
Department URL	<a href="https://www.tamagawa.ac.jp/celf/">https://www.tamagawa.ac.jp/celf/</a>											
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 will be in effect until March 31, 2027. If the university deems it necessary, the contract may be renewed annually, up to four times. In total, employment will not exceed five consecutive years and cannot extend beyond the end of the fiscal year in which the employee turns 65.										
Job content	<p>Teaching university-wide ELF classes.</p> <p>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.</p> <p>Monday, Tuesday, Wednesday or Friday</p> <p>Periods 1 and 2 : 9:00-10:50</p> <p>Periods 3 and 4 : 11:00-12:50</p> <p>Periods 5 and 6 : 13:00-14:50</p> <p>Periods 7 and 8 : 15:00-16:50</p> <p>Periods 9 and 10 : 17:00-18:50 (Monday and Wednesday)</p> <p>*Includes a 10-minute break during class time.</p> <p>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</p> <p>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.</p> <p>【Spring semester】 Monthly payment (unit price per koma x number of koma) x 6 months (April, May, June, July, August, and September)</p> <p>【Fall semester】 Monthly payment (unit price per koma x number of koma) x 6 months (October, November, December, January, February, and March)</p> <p>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.</p> <p>【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	<p>The measures against second-hand smoking in your workplace : No smoking on the premises (smoking area is set outside of the building)</p>
Qualifications	<ol style="list-style-type: none"> <li>1. Qualification: MA in TESOL, TEFL or Applied Linguistics</li> <li>2. Expert user of English with an ability to conduct ELF classes in English for students with various levels of proficiency</li> <li>3. Experience in teaching English at college level preferred</li> <li>4. Experience in learning a second/foreign language to the advanced level</li> <li>5. A substantial record of publications/conference presentations in ELT and/or related areas</li> <li>6. A legal status to work part-time at a higher education institution (Japanese citizenship, permanent residency or a relevant visa)</li> </ol>
Application documents	<ol style="list-style-type: none"> <li>1. A cover letter indicating your teaching and research backgrounds as well as your understanding of English as a Lingua Franca.</li> <li>2. CV: with photo, taken within the last 3 months.</li> <li>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.</li> <li>4. Statement of Pedagogical Achievements: including classroom related publications such as textbooks, teaching materials, or lectures.</li> <li>5. A list of people who will act as referees.</li> </ol> <p>Regarding the documents #2, #3 and #4, please 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. Please note that at that stage, response must be typed.</p> <p>Tamagawa University forms are available at the URL below.  <a href="https://www.tamagawa.jp/introduction/person/university.html">https://www.tamagawa.jp/introduction/person/university.html</a></p> <p>履歴書 (Curriculum Vitae) &lt;指定様式&gt;  研究業績書 (Statement of Research Achievements) &lt;指定様式&gt;  教育業績書 (Statement of Pedagogical Achievements) &lt;指定様式&gt;</p> <p>Three supplemental files are also provided on the website:  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.</p>
Return of application documents	<p>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.</p>
Submission of applications	<p><b>【For applications by post, please send to】</b>  Center for English as a Lingua Franca, Tamagawa University, Tamagawa University, 6-1-1 TamagawaGakuen, Machida, Tokyo 194-8610</p> <p><b>【For applications by e-mail】</b>  Please send your application documents (応募書類) to the Tamagawa University ELF Center email address (below) with your full name included in the file name for each document 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	<p>Center for English as a Lingua Franca, Tamagawa University, Tokyo  e-mail: <a href="mailto:celf_recruit@tamagawa.ac.jp">celf_recruit@tamagawa.ac.jp</a></p>
Comments	<p>CELF office will be closed on Saturdays, Sundays, National holidays, and during the winter vacation period (December 24 - January 4).</p>