

Open recruitment for a full-time faculty position in the Department of Health and Sports Sciences, Toyo University

1. Type of Employment:

Full-time, tenured Professor, Associate Professor or Lecturer

2. Affiliation:

Department of Health and Sports Sciences, Faculty of Health and Sports Sciences

3. Expected Start Date:

April 1, 2026

4. Field of Specialization:

TESOL (Teaching English to Speakers of Other Languages)

5. Courses to be taught include, but are not limited to:

English IA/IB, English IIA/IIB, English IIIA/IIIB, English IVA/IVB, Intercultural Communication Skills IA/B, Intercultural Communication Skills IIA/B, English Test Preparation I/ II, International Exchange of Health and Sports A/B/C/D, and Reading of Foreign Texts

6. Duties and Responsibilities:

Teaching, research, duties related to entrance examinations, university administrative duties, and other responsibilities as recognized necessary by the faculty

7. Workplace:

Akabanedai Campus, Toyo University (1-7-11 Akabanedai, Kita-ku, Tokyo, Japan)

8. Mandatory Retirement Age:

65 years old

9. Salaries and Bonuses:

Based on the university regulations

10. Qualifications: A successful candidate must:

- (1) Have a Ph.D. or master's degree (or equivalent)
- (2) Have a high level of professionalism and academic expertise, excellent collaborative skills, and a strong passion for teaching and research
- (3) Specialize in teaching English as a second language and have publications in the field of TESOL
- (4) Have a minimum of two years' college/university level English teaching experience. Preference will be given to candidates with prior teaching experience in Japan.
- (5) Be a native speaker of English or possess near-native proficiency in English
- (6) Have hands-on experience in ESL/EFL curriculum development. Expertise or publications related to CLIL (Content and Language Integrated Learning) and/or e-learning will be highly valued.
- (7) Possess in-depth knowledge and understanding in the field of health and sports
- (8) Be flexible and adaptable to a variety of teaching formats, including on-demand, online, in-person, and blended learning environments
- (9) Reside within a reasonable commuting distance of the Akabanedai campus
- (10) Be proficient in Japanese (both oral and written) to effectively perform university-related administrative duties

11. Selection Process:

- (1) Preliminary Screening: Review of Application Materials
 - (2) Secondary Screening: Presentation and Interview on Teaching and Research Activities, Teaching Demonstration, and Faculty Review
 - (3) Final Screening: Interview with the Toyo University Board of Trustees
- ※ The results of the preliminary screening and information regarding the secondary screening will be announced around August or September 2025.
 - ※ Short-listed candidates will be contacted to arrange the secondary and final screenings.
 - ※ The presentation and teaching demonstration during the secondary screening will be open to the entire university. Faculty members from other departments may also observe.
 - ※ The interview expenses will not be reimbursed.

12. Application materials:

- (1) One original Curriculum Vitae
 - ① Fill in the designated form on < https://j-sys.toyo.ac.jp/pms/app/saiy_f1550 >).
 - ② Name specific courses you taught.
 - ③ Generate a printable version of the CV from the system to submit.
- (2) One complete list of research publications
 - ① Fill in the designated form on < https://j-sys.toyo.ac.jp/pms/app/saiy_f1550 >).
 - ② Classify publications into the following categories: papers, books/book chapters, and other activities.

Publications include academic papers, books/book chapters, reports, translation works, textbooks and other teaching materials, conference presentations, competitive achievements, coaching achievements or other professional activities in sports, and other academic achievements (e.g., awards, patents or similar rights, and creative works).
 - ③ Select 3 to 5 major publications to mail and identify them on the list with ㊦s.
- (3) The 3 to 5 major publications, one copy of each
- (4) Brief summaries of the 3 publications: approximately 250 words in English OR 500 characters in Japanese for each publication on A4-size paper
- (5) If a presentation at an international conference is listed in (2), provide a copy of the conference proceedings
- (6) If a university/institute bulletin paper is listed in (2), provide a copy of the submission guidelines
- (7) A statement on how the candidate would contribute to Toyo University through their teaching and research activities: 500 words in English OR 1,000 characters in Japanese on A4-size paper
- (8) A summary of achievements, accomplishments, or community service related to the courses you are teaching (if applicable): 500 words in English OR 1,000 characters in Japanese on A4-size paper
- (9) Copies of Undergraduate and Postgraduate Degrees
 - ※ If the copies cannot be obtained at the time of application, please notify the contact person.
- (10) A copy of certificate(s) or diploma(s) in TESOL or TEFL/TESL
 - ※ Note that your application will not be considered if you fill in the forms online but fail to send the documents by post.
 - ※ If you are applying for multiple positions at Toyo University, fill in the designated application forms on the system for each application.
 - ※ Additional materials regarding teaching/research activities and educational background may be requested at the later screening process.
 - ※ Academic certificates, health examination results, and other qualification documents may be

requested during the final screening.

※ The application materials will not be returned to the applicant.

13. Application closing date:

Application materials (hard copies) must arrive no later than 5 p.m., Thursday, July 10th, 2025.

14. Mailing Address:

Application materials must be sent by courier or registered mail to the following address:

Akabanedai Administration Section, Toyo University

1-7-11 Akabanedai, Kita-ku, Tokyo, 115-8650 | Phone: 03-5924-2168

※ Mark “Application for TESOL Position” in red on the front of the envelope.

※ For any inquiries about the position, contact below.

15. Contact:

Inquiries can be accepted only by e-mail to Department Chair, Yuko UCHIYAMA <ml-healsporec@toyo.jp>.

16. Note:

- (1) For web entry and information on the departments and the faculty, refer to the following website.
Toyo University Recruitment Information Website: https://j-sys.toyo.ac.jp/pms/app/saiy_f1550
- (2) The information provided by applicants will be used only for recruitment purposes.