

October 1, 2025

Attn:

Presidents of Universities and Research Institutes
Deans of Graduate Schools

Professor Michiko Nishino
Dean, Faculty of Sociology, Toyo University

Recruitment of Part-time Lecturers

To Whom It May Concern,

The Faculty of Sociology at Toyo University is now inviting applications for part-time teaching positions in accordance with the following guidelines. We kindly request that you disseminate this information to your institution and relevant parties.

Kind regards

1. Position Title: Part-time English Language Lecturer (1-2 positions)

2. Department: Department of Global Diversity Studies, Faculty of Sociology

3. Specialisation: English Language Teaching (TEFL, TESL, TESOL)

4. Appointment Date: 1 April 2026

5. Job Description: Teaching duties (lecturing in assigned subjects, consultations of students outside class hours)

6. Assigned Subjects: Current English I A/B, II A/B, III A/B; English I A/B, II A/B, III A/B

* Applicants must be available to teach on either Monday, Friday, or Saturday. (Tuesdays, Wednesdays, and Thursdays are not available due to timetable constraints). You may also be assigned evening classes. (2-3 periods, attending campus once per week. Please note that the specific day and period for teaching may not align with your preferences).

7. Place of work: Toyo University Hakusan Campus (5-28-20 Hakusan, Bunkyo-ku, Tokyo)

* 5 minutes' walk from Hakusan Station on the Toei Mita Line or 7 minutes' walk from Hon-komagome Station on the Tokyo Metro Namboku Line.

8. Qualifications:

- (1) Native English speakers with the ability to teach English to non-native speakers. Nationality is not a requirement.
- (2) At least two years' teaching experience in English language education at a university or other higher educational institution.
- (3) Hold a Master's degree or higher in one of the specialisation fields indicated in the section 3 above.
- (4) Have at least three published books or papers in one of the specialisation fields indicated in the section 3 above.
- (5) Be able to teach two to three 90-minute lectures per week on one day (Monday, Friday, or Saturday).

9. Employment Type:

- 1) Part-time (contract renewed annually)
- 2) Part-time lecturers' contracts are renewed annually or per semester. Renewal for the following year may not be offered.
- 3) Should the appointee have an employment contract with Toyo University within six months of the appointment date, the contract renewal period may be shortened.

10. Remuneration and Conditions:

- 1) Monthly salary (per class) ranges from ¥28,800 to ¥34,400 depending on the appointee's years of experience since graduating from university.
- 2) Travel expenses are reimbursed at actual cost, paid in September for the spring semester and March for the autumn semester. A daily maximum amount applies.
(Any amount exceeding this maximum is borne by the individual.)
- 3) Bonuses and retirement benefits are not provided.
- 4) If a class is cancelled, a make-up session is required. Failure to conduct a make-up session will result in a salary reduction adjustment.
- 5) Social insurance and employment insurance do not apply. Only workers' compensation insurance applies.
- 6) To ensure the required number of teaching days, classes may be held on alternative weekdays or public holidays.
- 7) The 'Working Conditions for Part-time Lecturers After Appointment' are published on the registration procedure screen of the recruitment information page on the university website <https://j-sys.toyo.ac.jp/pms/app/saiy_f1550>. Please refer to this for details.

11. Required Documents

- ① Curriculum Vitae (prescribed format; to be completed in Japanese or English)
Please complete the online application via our university website's 'Recruitment Information' page (https://j-sys.toyo.ac.jp/pms/app/saiy_f1550). Then, please submit the PDF file of your CV.
- ② Academic and Research Achievements Form (prescribed format; to be completed in Japanese or English)
Please prepare and submit this document, referencing the sample, detailing your academic achievements in the field relevant to the subject you will teach.
- ③ Major Research Achievements
Please submit PDFs of your three major research achievements (monographs or papers).
* If submitting reprints, please also provide a PDF of the journal's table of contents.
- ④ Teaching Experience and Aspirations for Education at this University and the Faculty (prescribed format; to be completed in Japanese or English. Do not exceed the designated page limit.)
Applicants can submit additional supporting documents detailing your previous teaching responsibilities and innovative approaches to educational practice.
- ⑤ Document Confirming Employment Status (prescribed format; to be completed in Japanese or English)
If applicable (e.g., employment at another university), please complete and submit this form.
- ⑥ Syllabus for 'Current English IA' (Spring Semester, 15 sessions)
Please prepare in English, assuming students with TOEIC scores around 450 points.

*Personal information contained in the documents submitted by successful candidates will be used solely for the purposes of personnel management following the recruitment process and for no other purpose. Documents submitted by other applicants will be disposed of responsibly by the university.

12. Application Deadline: Friday, 7 November 2025 (must arrive by this date)

13. Selection Process

- (1) First stage: Document screening and assessment based on achievements
- (2) Second stage: Interview and mock teaching session

* The second stage selection (online interview) is scheduled for Saturday, 29 November 2025. It will be conducted online (via Zoom or Google Meet). Details will be provided to shortlisted candidates for the interview. Please include a contactable telephone number and email address on your CV.

14. Application Procedure

- (1) Please input your CV into the system.

(2) After completing the system input, please submit the PDF file of your CV (Item ①) and other application documents (Items ②-⑥) as data files to the following email address:
Submission email address: sha-jinji@toyo.jp (Toyo University Faculty of Sociology Personnel Office)

*Important note: Your application is only complete upon both 'entering your CV and research achievements into the system' and 'submitting the other application documents electronically'. System entry alone or data submission alone will be invalid.

15. Enquiries: Please send enquiries by email to the address below.

onozuka@toyo.jp (Dr. Kazuhito Onozuka, Professor in the Faculty of Sociology, Convenor of the English Education Programme)

* This email address is different to the one for submitting application documents. Please refer to section 14 above for the address to which application documents should be submitted.

16. Reference: Toyo University Recruitment Information Homepage https://j-sys.toyo.ac.jp/pms/app/saiy_f1550