

## Opening for Tenured Position in Applied Linguistics / TEFL

January 10, 2018

Faculty of Humanities and Social Sciences  
Kochi University, Japan

The International Studies Course in the Faculty of Humanities and Social Sciences, Kochi University, Kochi, Japan, invites applications for the position of Lecturer or Associate Professor as outlined below.

- 1. Affiliation:** Faculty of Humanities and Social Sciences,  
Department of Humanities and Social Sciences,  
International Studies Course
- 2. Position Title:** Lecturer or Associate Professor (tenured)
- 3. Number of Positions:** 1
- 4. Address of Work Location:** 2-5-1 Akebono-cho, Kochi-shi, Kochi-ken  
780-8520 Japan
- 5. Starting Date:** October 1, 2018

### 6. Responsibilities:

#### Primary Responsibilities

1. Undergraduate specialized (senmon) English courses (Writing, Public Communication, Intercultural Communication, Comparative Culture).
2. Undergraduate Seminar and thesis supervision
3. General Education contribution
  - i) teaching (English Conversation and Foundations classes)
  - ii) administration (Placement testing, course management)
4. Applied Linguistics/TEFL research
5. Contribution to research and educational projects at Kochi University
6. Duties related administrative and committee-level work
7. Graduate school teaching (\*based on qualifications)

#### Other Information/Requirements

1. The teaching load will be approximately six or seven 90-minute classes per week. Administrative tasks may include duties related to curriculum, study abroad, university entrance examination, Open Campus, and other shared responsibilities.
2. Attendance at Course and Faculty meetings is required
3. Participation in other campus-wide duties (e.g. teacher licensing).

## 7. Qualifications:

### **Main Qualifications**

1. Master's Degree or higher (Applied Linguistics/TEFL, or related field)
2. Native-level command of English
3. Demonstrated record of research activity (publications/presentations).
4. Applicant must have extensive teaching experience at university level in the subjects related to this post.
5. Advanced level of Japanese language proficiency sufficient for committee and administrative work/communication

### **Additional/Preferred Qualifications**

1. Strong record of academic society contribution, research collaboration, previous research grant activity
2. Familiarity with assessment of spoken language
3. Demonstrated community contribution related to English education

### **Other**

1. Upon hiring, local residence within commuting area of Kochi University.

## 8. Compensation and Conditions of Employment:

### **(i) Remuneration:**

Approximately four to seven million yen per annum (including bonuses and before tax), depending on age, rank, qualifications, and experience. If the selected applicant is from overseas, airfare to Japan will be reimbursed by the university.

### **(ii) Working Hours and Holidays:**

Working hours: Monday to Friday: 8:30-17:15

(Discretionary working-hour system applicable).

In addition to national holidays, faculty members are entitled to 20 days of paid leave per calendar year. In addition, three days of special paid holidays are available in August, with another three days of paid holidays that can be taken throughout the year. Substitute holidays are provided for any official work done on weekends or national holidays.

### **(iii) Insurance and Pension:**

Full-time faculty members will be required to participate in National Public Service Employee Mutual Aid Association's health insurance and pension plan, as well as employment insurance and workers' accident compensation insurance.

### **(iv) Graduate School Duties:**

Graduate school teaching and graduate supervision is remunerated separately according to Kochi University policy.

### **(v) Research Budget:**

While there is a small budget in support of education, the successful applicant will be expected to secure most research funding through the Mombukagakusho

JSPS grant system.

## **9. Application Details:**

### **Application Documents:**

All application documents must be submitted in hard copy format.

1. Curriculum vitae (Japanese) with a passport-size photo, phone number, and e-mail address, and basic education and career information)
2. Curriculum vitae (English)  
\*The English cv should also include a list of publications, list of conference presentations, list of research contributions (research grants, research project participation, etc.), and a list of educational experience/achievements/activities (including a complete list of courses taught with brief descriptions -- both specialized subjects and General Education English)
3. Copy of diploma (highest/latest degree; color copy or digital image)
4. Copies/reprints of all published works (journal articles, book chapters, dissertations/books, etc.). Please include abstracts of three main works.
5. Statement of teaching/education philosophy (A4, 1 page)
6. Statement of research activity/plans (A4, 1 page)
7. One letter of recommendation, and the name, affiliation, position and contact details of one other recommender.
8. Any qualifications demonstrating Japanese language proficiency
9. A detailed model syllabus for a specialized seminar for students who would study under the successful applicant's supervision. The model syllabus should be prepared for second-year students. Seminars range in size from 6-8 students.
10. Title or topic of the applicant's demonstration lesson.  
(See below: Selection Procedure)

**Application Deadline:** Friday March 16, 2018

All the application documents must arrive no later than official business hours on Friday March 16, 2018.

### **Applicants should send all required documents to:**

Professor Shigeki Toyama  
Head of International Studies Course  
Faculty of Humanities and Social Sciences,  
Kochi University  
2-5-1 Akebono-cho, Kochi-shi, Kochi-ken, 780-8520 Japan

\* Note: The application documents must be sent by registered post with the words, "Applied Linguistics/TEFL Position," written in red on the application envelope.

## **10. Selection Procedure:**

1. First screening based on submitted documents. [late March to early April]
2. Second/final screening via interview/teaching demo with selected candidate(s) from initial screening [mid-May]

**Notes:**

- (i) The interview will be conducted in both English and Japanese at Kochi University. A short teaching demonstration appropriate for second or third-year English-language undergraduate teaching will be part of the formal interview process. Applicants should prepare for a 20-minute lesson. Please note that Kochi University cannot bear travel expenses for the interview.
- (ii) E-mail submission of the application documents will not be accepted.
- (iii) The application documents, including submitted publications, will not normally be returned. If you wish to have them returned, please include a SASE envelope.
- (iv) Any personal information in the application will be used only for the purpose of applicant screening and employment.

**Other:**

Kochi University is committed to equity, inclusion, and diversity in its workforce. For more information, please refer to the website of Kochi University's Office for the Promotion of Gender Equality (in Japanese).

[http://www.kochi-u.ac.jp/files/00014496/danjo\\_kihon.pdf](http://www.kochi-u.ac.jp/files/00014496/danjo_kihon.pdf)

**11. Contact Information for Application Submissions and Inquiries:**

Professor Shigeki Toyama

Head of International Studies Course

Faculty of Humanities and Social Sciences,

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