

June 7, 2021

Announcement of Job Opening
Fixed-term Full-time Teaching Positions in English
Liberal Education Center, Aichi Prefectural University

Aichi Prefectural University invites applications for 4 fixed-term full-time non-tenured English teaching positions, beginning April 1, 2022.

Number of positions: 4

Responsibilities:

- (1) teach approximately ten 90-minute English classes per week. They include:
(i) English for non-English-majoring students (English for Academic Studies, English for Interaction, Intercultural Seminars in English, etc.) and (ii) Liberal Education Subjects (Global Vision Talks, Japan Seen from Outside, etc.)
- (2) engage in language learning support programs
- (3) participate in teaching materials development and other activities related to English education
- (4) participate in Liberal Education Center related meetings and faculty development activities
- (5) engage in other duties assigned by the Director of the Liberal Education Center

Title: Professor (*Kyoju*) or Associate Professor (*Jun Kyoju*) or Lecturer (*Koshi*)
(commensurate with qualifications and experience)

Job type: Fixed-term, full-time

Qualifications:

- (1) native or near native speaker of English
- (2) minimum of a master's degree or equivalent
- (3) minimum of 2 years of experience in teaching English as a second or foreign language (preferably at the university level) OR successful completion of a TESOL course with teaching experience
- (4) preferably have research publications (books, articles, etc.), but this is not a requirement
- (5) after appointment, must reside near Nagakute Campus located in Nagakute City, Aichi Prefecture

Contract: The initial term of employment is from April 1, 2022 until March 31, 2023.
Renewable annually by mutual agreement depending on working regulations until March 31, 2025.
Contract renewal will be decided based on the employee's work performance.

Salary: Annual salary (paid in monthly payments) is fixed as follows:
Professor Approximately ¥7,500,000

Associate Professor Approximately ¥7,000,000
Lecturer Approximately ¥6,500,000

- *There will be no periodic salary increases.
- *Salary may change in case of a salary revision.
- *Retirement allowance will not be granted.
- *An allowance for commuting expenses will be provided in accordance with the regulations of Aichi Prefectural University.
- *Relocation allowance (within Japan) will be provided in accordance with the regulations of Aichi Prefectural University. Overseas relocation allowance is not provided.
- *Enrollment in social insurance will be required.

Housing: On-campus apartments may be available for rent if there is vacancy.

Affiliation: Liberal Education Center

*Employees are expected to work on campus for 7 hours 45 minutes every workday (38 hours 45 minutes per week).

Starting Date: April 1, 2022

Application deadline: September 6, 2021

(Application documents must be received by this date.)

*The successful applicants will be notified by the end of October, 2021.

Application documents (e-mail submissions WILL NOT be accepted):

- (1) copy of curriculum vitae with a photograph attached
- (2) copy of the highest degree earned
- (3) complete list of teaching achievements (teaching materials, presentations, workshops, etc.) and, if any, of research publications (five copies each of up to three major research publications)
- (4) typed essay in English (of approximately 1000 words) on your views about the teaching of English in liberal education, and a recording of the applicant reading the essay aloud on CD or USB flash memory (preferably in MP3 or WAV format)
- (5) letter of recommendation (in Japanese or English)
- (6) stamped (¥84) self-addressed 120 x 235mm envelope (applicable only to applicants residing in Japan)

Selection process: After the screening of the application documents, short-listed applicants will be interviewed. Those residing in Japan will be asked to come to Aichi Prefectural University for on-campus interviews, including a teaching demonstration. Travel expenses must be paid by the applicants. For applicants residing overseas, interviews will be done online. After the selection process is over, the results will be sent by post to all the applicants.

Send all application documents to:

Assistant Manager of General Administration and Teaching
Academic Affairs Section (Gakumu-ka)
Aichi Prefectural University
1522-3 Ibaragabasama, Nagakute, Aichi
480-1198

*Application documents must be sent by registered mail (*kan'i-kakitome*) with “Application for English Teaching Position in Liberal Education Center” written in red on the front of the envelope. E-mail submission or handing the documents in person over to the office or personnel is strictly forbidden.

Contact information:

Prof. Yumiko KATAOKA, Assistant to the Director of Liberal Education Center

Fax: 0561-64-1105

E-mail: lec-search@bur.aichi-pu.ac.jp

Please note:

- (1) During the screening process, the selection committee may contact applicants by phone or by e-mail.
- (2) The application documents will not be returned.
- (3) Personal information received through this application process will not be used for any other purposes.
- (4) This job opening announcement appears in the Japan Research Career Information Network (JREC-IN): <http://jrecin.jst.go.jp/seek/SeekTop>