

ALESS & ALESA Programs
College of Arts and Sciences, The University of Tokyo
Recruitment Information for Fixed-Term Positions in English

1.	Title Positions	Project Assistant Professor One or more
2.	Term of Employment	1 September 2024 or later to 31 March 2025
3.	Renewal of Contract	Following the initial term of employment, the employment agreement may be renewed annually in 12-month contracts. Renewal of the employment agreement will be determined by all relevant factors, including budget status, job performance, and conduct.
4.	Probation Period	14 days from the date of employment
5.	Place of Work	Six junior division classes: The University of Tokyo (Komaba Campus) 3-8-1 Komaba, Meguro-ku, Tokyo, Japan One senior division class: your preference of the Hongo campus, the Komaba campus, or online: The University of Tokyo (Hongo Campus) 7-3-1 Hongo, Bunkyo-ku, Tokyo Japan
6.	Affiliation	Center for Global Education (https://globe.u-tokyo.ac.jp/en/index.html)
7.	Work Responsibilities	The applicant will teach six 105-minute English classes (https://ale2.c.u-tokyo.ac.jp/ale_web/) and one senior division class (Global Liberal Arts https://globe.u-tokyo.ac.jp/en/globalliberalarts.html) each week from the 2024 A semester. There are 13 to 14 weeks per semester and two semesters per year. The courses taught include academic writing for first-year undergraduates (science students in the case of ALESS, humanities students in the case of ALESA), workshops designed to improve fluency in academic discussion, and a Global Liberal Arts course. The appointee will also participate in curriculum development and regular program meetings.
8.	Working hours	A discretionary work system for professional work applies. Working hours will be deemed as 7 hours and 45 minutes per day.
9.	Days Off	Saturdays, Sundays, most national holidays, and the year-end and New Year holidays (December 29 – January 3)
10.	Leave	Annual paid leave and special leaves as specified by University regulations
11.	Salary and Allowances	The gross salary is 6,600,000 Japanese yen (JPY) per year including performance / achievement allowance (550,000 Japanese yen (JPY) per month). Commuting Allowance (basically up to JPY 55,000/month, if you meet the requirements for the payment.)

12.	Insurance	Employees are enrolled in the Mutual Aid Association of MEXT (the Ministry of Education, Culture, Sports, Science and Technology) and are covered by employment insurance.
13.	Required Qualifications	<p>1a) Ph.D. (or ABD with strong record of publication) in the natural or social sciences, medicine, or engineering [ALESS];</p> <p>1b) Ph.D. (or ABD with strong record of publication) in the humanities or social sciences [ALESA];</p> <p>2) Native or near-native level of English proficiency.</p> <p><i>Preferred Qualifications: Prior experience teaching English at the university level.</i></p>
14.	Application Documents	<p>1) Cover letter;</p> <p>2) CV;</p> <p>3) List of publications by category (books, articles, etc.);</p> <p>4) Two major publications;</p> <p>5) Contact details for two academic referees;</p> <p>6) A 500-word essay in English describing applicant's teaching philosophy and experience teaching either English academic writing or English spoken fluency to university students. (Applicants lacking such experience should describe how they would plan and teach one of these courses.)</p>
15.	Method of Submission	<p>Submit the requested documents as PDF files via the following form (Google sign-in required):</p> <p>https://forms.gle/eAK5ZeTCQima8tJX7</p> <p>Name each PDF file as follows:</p> <p>202409ALE_Lastname_Givenname_XXXXX*.pdf</p> <p><i>*Replace XXXXX with "cover letter," "CV," etc., as appropriate.</i></p> <p>ALESS/ALESA Personnel Committee c/o Center for Global Communication Strategies Komaba Intl. Building for Education and Research (KIBER) College of Arts and Sciences The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902 search[at]*cgcs.c.u-tokyo.ac.jp <i>*Replace [at] with @.</i></p>
16.	Application Deadline	Applications must be submitted by 5 p.m. (JST) on 12 April 2024 . After the screening of application materials, interviews will be conducted with selected applicants.
17.	Contact Information	<p>ALESS/ALESA Personnel Committee c/o Center for Global Communication Strategies Komaba International Building for Education and Research (KIBER) College of Arts and Sciences The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902</p>

		<p>Informal inquiries may be addressed to the Personnel Committee at search[at]*cgcs.c.u-tokyo.ac.jp.</p> <p>*Replace [at] with @.</p>
18.	Recruiter	The University of Tokyo
19.	Status of measures to prevent second-hand smoke	No smoking on site in principle (Designated outdoor smoking areas are available)
20.	Other	<p>Short-listed applicants will be interviewed on Saturday, 18 May (JST). Applicants residing abroad will be interviewed by video conference. Conditions permitting, those residing in the Tokyo metropolitan area may be asked to visit the University of Tokyo for an in-person interview. (We regret that we are not able to reimburse travel expenses.) They will also be asked to submit a short description of the Global Liberal Arts course they intend to teach by this time. There may be an additional online interview conducted on it.</p> <p>Applicants may expect to be notified of the results by late June.</p> <p>Applications will not be returned. Personal information obtained for recruitment will not be used for any other purposes.</p> <p>The University of Tokyo is committed to gender equality in hiring.</p> <p>If you are personally in contract with foreign governmental bodies, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governmental bodies during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technologies that are designated as controlled technology possibly making it difficult for you to fulfill your duties as an academic or administrative staff of the university as a result. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope where it does not hinder the sharing of technologies necessary for your duties by the university.</p> <p>Outline of the program</p> <p>The ALESS and ALESA Programs teach compulsory English courses at the University of Tokyo. In ALESS writing classes, science students design and conduct a simple controlled experiment, and write a scientific essay in the IMRaD format. In ALESA writing classes, social sciences and humanities students conduct research on a topic and write an argumentative essay using proper scholarly apparatus. Half-semester FLOW courses are designed to enhance fluency in academic discussion. The average class size is 15 students. The curriculum of the ALESS and ALESA Programs is under constant refinement through collaboration among all faculty.</p>