

College of Arts and Sciences, The University of Tokyo

Recruitment Information for Part-Time Lecturers (English)

1.	Title Positions	Part-time Lecturer Four or more
2.	Appointment Start Date	1 April 2025
3.	Term of Employment	1 April 2025 to 31 March 2026
4.	Renewal of Contract	N/A However, following the initial term of employment, the employment agreement may be renewed annually. Renewal of the employment agreement will be determined by all relevant factors, including budget status, job performance, and conduct.
5.	Place of Work	The University of Tokyo (Komaba Campus) 3-8-1 Komaba, Meguro-ku, Tokyo, Japan
6.	Affiliation	College of Arts and Sciences, The University of Tokyo (Department of English Language)
7.	Work responsibility	We are hiring part-time lecturers who teach 'English for Arts and Sciences (EfAS)' or 'Intermediate English (Integrated Class, Group L) These are English courses in the Liberal Arts program (first and second year students). One to four classes per week will be assigned. One class is 90 minutes long. However, depending on the future situation, the class time may be changed to 105 minutes. In that case, there will be no change in the amount of salary.
8.	Working days	As stipulated by the University of Tokyo.
9.	Working hours	As stipulated by the University of Tokyo.
10.	Days off	Saturdays, Sundays, most national holidays, and the year-end and New Year holidays (December 29 – January 3). Some national holidays may be class days, in which case they will be replaced with non-working days of the relevant week.
11.	Salary	As stipulated by the University of Tokyo. 6,000 yen or 4,000 yen per hour (determined based on background and other factors), depending on the number of classes, calculated as 2 hours per 90-minute or 105-minute class.
12.	Allowances	Transportation expenses (provided in accordance with the travel expense regulations and travel expense payment guidelines. However, it will not be paid in the case of remote areas.)
13.	Insurance	N/A
14.	Required	1) Prior experience of teaching English at the university level.

	Qualifications	<p>2) Ph.D. (or ABD with strong record of publication)</p> <p>3) Being able to teach on the class days/periods of the assigned classes and having the appropriate skills for the assigned classes.</p>
15.	Application Documents	<p>1) CV. Please use The University of Tokyo Standard Resume Format. Download the format from: https://www.u-tokyo.ac.jp/en/about/jobs.html See Example 1 or Example 4. DO NOT use the format for Part-time Lecturers.</p> <p>2) List of publications by category (books, articles, etc.);</p> <p>3) Two major publications;</p> <p>4) Summary of previous experience of teaching English;</p> <p>5) Applicants may submit reference materials such as the results of class evaluation questionnaires, etc.</p> <p>6) Contact details for one academic referee.</p> <p>The electronic files of the above documents must be zipped into one folder. Upload the zip file to the URL below (after the deadline, files cannot be uploaded). If books are included in the major achievements, send them separately to the address below, and note this in the relevant section of the list.</p>
16.	Application deadline	Applications must be submitted by 15 October 2024.
17.	Contact information	<p>Submit the requested documents as a zip file via the following URL: https://dayw03.ecc.u-tokyo.ac.jp/public/5spHQXFJOVOFnJZaUDCEUNTVVzm4F6mWa0Vlc7VGgIkG</p> <p>We will send the confirmation of receipt within a few days after the documents are uploaded. Please contact us if you do not receive the confirmation email.</p> <p>Hidemi Takahashi, Chair Department of English Language College of Arts and Sciences The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902 e-mail: tiger [at mark] eigo.c.u-tokyo.ac.jp *Replace [at mark] with @.</p>
18.	Special remarks	<p>1) Short-listed applicants will be interviewed in late October. Interviewees will be asked to do a demo lesson. The interview will be held on Zoom or in person. The result will be notified promptly after the decision is made.</p> <p>2) Applications will not be returned. Personal information obtained for recruitment will not be used for any other purposes.</p> <p>3) The University of Tokyo is committed to gender equality in hiring.</p>

		4) 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.																								
19.	Recruiter	The University of Tokyo																								
20.	Status of measures to prevent secondhand smoke	No smoking on site in principle (Designated outdoor smoking areas are available)																								
21.	Other	<p>Overview of the courses and the time schedule:</p> <p>English for Arts and Sciences (EfAS): required course for first-year students. The aim of the course is to develop the reading and listening comprehension skills using unified teaching materials. Proficiency-based classes (30 students).</p> <p>Intermediate English (Integrated Courses, Group L): Courses selected by students according to their own interests. The nature of the course is determined by the instructors, with some courses focusing on reading comprehension, on audio-visual materials and reading comprehension, or on presentations. The number of students enrolled in a class is determined at the beginning of the semester, but generally there are no more than 30 students per class.</p> <p>Time schedule:</p> <p>EfAS classes are held on Tuesday 3rd and 4th period and Wednesday 2nd and 3rd period. Intermediate English classes are held from Monday to Friday.</p> <p>Time table</p> <table><tr><th colspan="2">(105 minutes classes)</th><th colspan="2">(90 minutes classes)</th></tr><tr><td>1st period</td><td>8:30-10:15</td><td>1st period</td><td>8:30-10:00</td></tr><tr><td>2nd period</td><td>10:25-12:10</td><td>2nd period</td><td>10:25-11:55</td></tr><tr><td>3rd period</td><td>13:00-14:45</td><td>3rd period</td><td>13:15-14:45</td></tr><tr><td>4th period</td><td>14:55-16:40</td><td>4th period</td><td>15:10-16:40</td></tr><tr><td>5th period</td><td>16:50-18:35</td><td>5th period</td><td>17:05-18:35</td></tr></table>	(105 minutes classes)		(90 minutes classes)		1 st period	8:30-10:15	1 st period	8:30-10:00	2 nd period	10:25-12:10	2 nd period	10:25-11:55	3 rd period	13:00-14:45	3 rd period	13:15-14:45	4 th period	14:55-16:40	4 th period	15:10-16:40	5 th period	16:50-18:35	5 th period	17:05-18:35
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