

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 2021 to 31 March 2022
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	Six (6) months from the date of employment
5.	Place of Work	The University of Tokyo (Komaba Campus) 3-8-1 Komaba, Meguro-ku, Tokyo, Japan
6.	Affiliation	Center for Research and Development of Higher Education
7.	Work Responsibilities	The appointee will teach seven 105-minute English classes each week. 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 occasional electives. 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 6,000,000 Japanese yen (JPY) per year. A commuting allowance is provided up to JPY 55,000.
12.	Insurance	Employees are automatically 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	1a) Ph.D. (or ABD with strong record of publication) in the natural or social sciences, medicine, or engineering [ALESS]; 1b) Ph.D. (or ABD with strong record of publication) in a subject field within the humanities or social sciences [ALESA];

		<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;  2) CV;  3) List of publications by category (books, articles, etc.);  4) Two major publications (as either PDFs or URLs);  5) Contact details for two academic referees;  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 one or more PDF files, either via e-mail attachment(s) or, in the case of attachments larger than 20 MB, as a link to a file hosting service (e.g., Dropbox). Name each PDF file as follows:  <b>202109ALE_Lastname_Givenname_XXXXX*.pdf</b>  <i>*Replace XXXXX with "application," "cover letter," "CV," etc., as appropriate.</i></p> <p>Send the file(s) or link to:  <b>search[at]*cgcs.c.u-tokyo.ac.jp</b>  <i>*Replace [at] with @.</i></p> <p>If any documents cannot be converted to PDF, please mail them to the address below so that they are delivered by <b>5 p.m. (JST) on 12 March 2021.</b> <i>* The University is not responsible for delays in mail service.</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  <b><i>*If application materials are sent by regular mail, please notify the committee at the above email address and specify the date that the materials were posted.</i></b></p>
16.	Application Deadline	<p>Applications must arrive by <b>5 p.m. (JST) on 12 March 2021.</b> After screening of application materials, interviews will be conducted with selected applicants.</p>
17.	Contact Information	<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</p> <p>Informal inquiries may be addressed to Kunio Shin at</p>

		<i>kshin@g.ecc.u-tokyo.ac.jp.</i>
18.	Recruiter	The University of Tokyo
19.	Other	<p>Short-listed applicants will be interviewed on the weekend of <b>24-25 April</b>. Applicants residing abroad will be interviewed by video conference. Those residing in the Tokyo metropolitan area will be asked to visit the University of Tokyo for an in-person interview. (We regret that we are not able to reimburse travel expenses.)</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><b>Outline of the program</b></p> <p>The ALESS and ALESA Programs teach compulsory English courses at the University of Tokyo for science and humanities students, respectively. The programs include a semester-length academic writing course as well as a half-semester course, called FLOW, designed to enhance fluency in academic discussion. In ALESS writing classes, students design and conduct a simple controlled experiment, which provides the basis for a scientific essay in the IMRaD style. In ALESA writing classes, students conduct research on an academic topic and write an analytical or argumentative essay using proper scholarly apparatus. The average class size is 15 students. In addition to these compulsory courses, ALESS and ALESA faculty occasionally teach content-based elective English courses in their areas of expertise. The curriculum of the ALESS and ALESA Programs is under constant refinement through collaboration among all faculty.</p>