

**Center for Global Communication Strategies and Department of English Language, Graduate School of Arts and Sciences / College of Arts and Sciences, The University of Tokyo**

**Recruitment Information for Associate Professor or Lecturer**

1.	Title and number of positions	Associate professor or lecturer; one position
2.	Starting date	1 April 2023 or later (expected)
3.	Term of employment	Tenured
4.	Probation period	6 months from the date of employment
5.	Place of Work	Graduate School of Arts and Sciences/College of Arts and Sciences, The University of Tokyo (3-8-1 Komaba, Meguro-ku, Tokyo, Japan)
6.	Affiliation	Center for Global Communication Strategies (CGCS) and Department of English Language, Graduate School of Arts and Sciences/College of Arts and Sciences, The University of Tokyo (Note: The affiliation is subject to change after hiring.)
7.	Duties	<ol style="list-style-type: none"> <li>1) Teaching English language courses (lectures, practicums, etc.) in the Junior Division of the College of Arts and Sciences (first- and second-year undergraduate students) and related responsibilities</li> <li>2) Managing a writing-support unit for students in the College of Arts and Sciences and supervising the unit's staff</li> <li>3) Lecturing, conducting practicums, and supervising research in fields related to English education, second language acquisition, and/or applied linguistics in the Graduate School of Arts and Sciences and the Senior Division of the College of Arts and Sciences (third- and fourth-year undergraduate students)</li> <li>4) Other duties related to the above activities</li> </ol> <p>Descriptions of the affiliated educational and research organizations are available in Japanese at the following URLs:</p> <p>Center for Global Communication Strategies  <a href="https://www.c.u-tokyo.ac.jp/info/research/organization/gcc/index.html">https://www.c.u-tokyo.ac.jp/info/research/organization/gcc/index.html</a></p> <p>Department of English Language  <a href="http://park.itc.u-tokyo.ac.jp/eigo/">http://park.itc.u-tokyo.ac.jp/eigo/</a></p>
8.	Working hours	Discretionary work system for professional work. Working hours are deemed to be 7 hours and 45 minutes per day.
9.	Days off	Saturdays, Sundays, Holidays, and the year-end and New Year holidays (December 29 to January 3). (However, classes are sometimes held on holidays.)
10.	Leave	Annual Paid Leave, Special Leave, etc.
11.	Compensation	Basic salary will be decided taking academic background, professional experience, etc. into account. Salary increases are possible.

		<p>Examples: Master's / from JPY 280,000          Doctor / from JPY 340,000</p> <p>Various allowances: Bonus (twice a year), Commuting Allowance (up to ¥55,000 per month), and other allowances as decided by the University</p>
12.	Insurance	The hiree will be automatically enrolled in health insurance from the Mutual Aid Association of MEXT (Ministry of Education, Culture, Sports, Science and Technology) and Employment Insurance.
13.	Required qualifications	<ol style="list-style-type: none"> <li>1) Specialist in English education, second language acquisition, and/or applied linguistics</li> <li>2) Person who can provide guidance in English-language academic writing</li> <li>3) Native speaker of English, or a person with an equivalent level of proficiency</li> <li>4) Sufficient fluency in spoken and written Japanese for university duties (meetings, e-mail, reports, etc.)</li> <li>5) Ph.D. (granted by the starting date of work) or equivalent academic qualifications in a relevant field</li> <li>6) Previous experience teaching English at the university level is preferred.</li> </ol>
14.	Documents to be submitted	<ol style="list-style-type: none"> <li>1) Cover letter.</li> <li>2) CV in the University of Tokyo Standard Resume Format (downloadable from <a href="https://www.u-tokyo.ac.jp/en/about/jobs.html">https://www.u-tokyo.ac.jp/en/about/jobs.html</a>)</li> <li>3) Document that certifies the final degree received. (A scan is acceptable. If you expect to receive a degree soon, include an official statement from your university or advisor.)</li> <li>4) List of publications by category (articles, books, scholarly presentations, etc.). (Indicate with a ○ the major publications submitted with your application.)</li> <li>5) Three major publications.</li> <li>6) If you have publications in both Japanese and English, include at least one in each language. Candidates may be asked to submit additional publications later.</li> <li>7) Description of your research so far and your future research plans (any length)</li> <li>8) Description of your experience teaching English or an outline of a class you could teach, as well as of your teaching goals (in one A4 page)</li> <li>9) Contact details for two academic referees.</li> </ol> <p>Each of the above documents may written in either English or Japanese.</p>
15.	Submission method	<p>Put the digital versions (PDFs preferred) of the above documents into a single folder in zip and upload it using the link below. You can send any book of the required publications to the address in 17, if it is too heavy to upload.</p> <p><a href="https://webfs.adm.u-tokyo.ac.jp/public/9ch0QA9I_k9AijUBqB1_xw4fLC-OlmpIjUfIMWnAc_cG">https://webfs.adm.u-tokyo.ac.jp/public/9ch0QA9I_k9AijUBqB1_xw4fLC-OlmpIjUfIMWnAc_cG</a></p>

		(Please contact us if you do not receive an e-mail acknowledging receipt of your files from the University within a few days after you have uploaded them.)
16.	Application deadline	All application materials must arrive by April 22,2022 (Friday). After screening of the application materials, selected applicants will be interviewed. The interviews are expected to be completed by mid- May and may be conducted either in person or online. Interviewees may be asked to give demonstration lessons. For in-person interviews, transportation and hotel expenses will not be provided.
17.	Contact	Prof. Tsuneaki Kato Chair, Department of English Language College of Arts and Sciences, The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902 Telephone: +81-3-5454-6278 E-mail: tiger[at]eigo.c.u-tokyo.ac.jp (Replace [at] with @.)
18.	Name of recruiter	The University of Tokyo
19.	Other	Personal information obtained will only be used for recruitment purposes. We proactively welcome applications from women in accordance with “The University of Tokyo, Declaration for Promoting Gender Equality (March 3, 2009) .”