

OTARU UNIVERSITY OF COMMERCE

3-5-21 MIDORI, OTARU, HOKKAIDO 047-8501, JAPAN

ANNOUNCEMENT OF A FULL-TIME TENURED FACULTY POSITION IN ENGLISH

Applicants are invited to apply for a full-time faculty position in English in the Center for Language Studies. The Center for Language Studies has a long history of being one of Hokkaido's top language training centers and at this time we are looking for a proven teacher and scholar to join us. Prospective applicants should refer to the following:

Position:

Full-time tenured Associate Professor or Lecturer at the Center for Language Studies.

Field:

Specializing in English Literature or closely-related fields

Qualifications:

1. Applicants should have a Ph.D. in hand, preferably in English literature or a closely-related field. Applicants without a Ph.D. should otherwise have equivalent qualifications.
2. Ability sufficient to teach English in English.
3. Sufficient command of Japanese is required to pursue administration duties, such as producing documents, participating in faculty meetings, and coordinating the teaching practicum, though the selection process does not exclude applicants on the basis of nationality.
4. Teaching experience in college preferable.
5. Applicants should be actively engaged in research.
6. A demonstrated commitment to professional and program development.

Teaching Responsibilities:

The appointee will be expected to teach English, English literature, and related subjects (including evening classes) in the teacher training course as well as in the undergraduate and the graduate programs.

Period of Appointment:

The successful applicant will be required to take up duties on September 1, 2018.

Application Materials:

- (1) One Curriculum Vitae in Japanese.
- (2) A list of education and research achievements.
- (3) A copy of the candidate's three most important research publications and their summaries. At least one of the three publications should be written in English. Summaries should be written in Japanese for English papers and in English for Japanese papers respectively on one side of an A4 sheet of paper.
- (4) Copies of undergraduate and graduate school degree certificates and official transcripts.
 - * In preparing the (1) Japanese CV and (2) list of education and research achievements, please use the prescribed, downloadable form (available from our Website URL listed below).
 - * In regard to (1), (2), and (3), PDF digital versions (contained in a CD, DVD, or USB flash drive) should also be included.

After document screening, a few candidates will be invited to have an interview both in Japanese and in English and to demonstrate their teaching ability in an English mock class.

Please write (in red) "Application for Gengo Center (English)" on the envelope in which you send your materials. Send the documents by recorded delivery or by registered mail to:

President
Otaru University of Commerce
3-5-21 Midori, Otaru, Hokkaido 047-8501, Japan

Tel: (81) 134-27-5208; Fax: (81) 134-27-5213
E-mail: jinji@office.otaru-uc.ac.jp
(Priority is given to fax or e-mail for inquiries)

Website URL: <http://www.otaru-uc.ac.jp/info/koubo/post-13.html>

Please note that an applicant may be requested to submit a research plan, an essay concerning English education, a letter of recommendation, and other additional documents as we proceed in our selection process.

Salary and Benefits:

The successful candidate will be paid in line with the pay scale of Otaru University of Commerce with pension and insurance benefits equal to those afforded all members of the faculty.

Closing Date:

Applications should be received not later than 17:00 on Friday, April 20, 2018.

- * We abide by the Equal Employment Opportunity Law for Men and Women. A shorter working hours system for childcare support is available to workers in our university.
- * In addition to the conventional salary system, an annual salary system has been introduced in our university since 2014.
- * In principle, submitted materials will not be returned to the applicants. However, if you would like your submissions to be returned after the application process, please include a self-addressed stamped envelope in your packet. Applicants' privacy will be respected and submitted materials will not be used for any other purposes.