

## 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:

1. Teaching Responsibilities:

The appointee will be expected to teach general English, English communication, Comparative Culture and related subjects in the undergraduate program, and Intercultural Communication and English for Academic Purposes in the graduate school.

2. Position:

One full-time Associate Professor or lecturer

3. Period of Appointment:

Tenured

4. Department:

Center for Language Studies

5. Field:

Specializing in Intercultural communication, comparative culture studies or related field.

6. Recruitment Qualifications:

1. Applicants should have a Ph.D. in hand in a relevant field by the time of appointment, or research achievements equal to or superior to this.
2. Sufficient English proficiency to teach in English.
3. Those who can actively carry out education and research activities, administrative work and work related to teacher training.
4. Regardless of nationality, having sufficient Japanese proficiency to deal with the normal activities of the university, including administrative work, participating in meetings, and carrying out work related to teacher training.
5. Previous experience teaching in higher education institutions is preferred.

7. Scheduled Hiring Date:

The successful applicant will be required to take up duties on April 1, 2022.

## 8. Closing Date for applications:

Applications should be received not later than October 1st, 2021.

## 9. Salary and Benefits:

The successful candidate will be paid in line with pay scale No. 2 (annual salary scheme) of Otaru University of Commerce with pension and insurance benefits equal to those afforded all members of the faculty.

## 10. Application Materials:

- (1) Curriculum Vitae (Please use the template form provided by Otaru University of Commerce (履歴書)).  
\*If there are any commendations or any history of disciplinary actions, please be sure to enter them faithfully in the relevant sections of the CV.  
\*You may be asked to provide an English version of your CV later in the application process.
- (2) List of educational and research achievements including a list of papers and publications. (Please use the template form provided by the university (教育研究業績表))
- (3) Copies of the applicant's three most important research publications.
- (4) Summaries of each of the applicant's 3 research publications. Summaries should be in Japanese for English papers and in English for Japanese papers respectively (about one side of an A4 sheet of paper).
- (5) Copies of official undergraduate and graduate degree transcripts.
- (6) Copies of undergraduate and graduate school degree certificates (or a document stating anticipated graduation).

\* The above forms in (1) and (2) can be obtained from the following web page:

<https://www.otaru-uc.ac.jp/summary/employment/>

\* The above documents (1) to (6) should be converted to PDF files and submitted via JREC-IN.

\* Please note that as we proceed in our selection process applicants may be asked to submit additional information, such as the contact information of up to 2 persons who can comment on the applicant and give a letter of recommendation, or other additional documents.

## 11. Selection Procedure

After document screening, qualified applicants will be invited to have an interview and to demonstrate their research and teaching ability, including a mock class.

- Interview: Questions and answers regarding applicant's education and research and their previous experience of on-campus work at university (in English and Japanese).
- Mock lecture in English.

\* Applicants who are not native speakers of Japanese are encouraged to apply for the position, but will be evaluated to ensure that they have sufficient Japanese proficiency to carry out administrative work without problems as specified in (6.4).

\*During the interview, we will assess the applicant's ability to carry out administrative work through reading aloud clerical documents, asking and answering questions about the contents, and exchanging business emails in a simulated manner.

12. Documents to be submitted:

Application documents will be accepted through JREC-IN.

JREC-IN [https://jrecin.jst.go.jp/seek/SeekJorDetail?fn=3&dt=1&id=D121061573&ln\\_jor=1](https://jrecin.jst.go.jp/seek/SeekJorDetail?fn=3&dt=1&id=D121061573&ln_jor=1)

13. Inquiries:

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(Priority given to e-mail for inquiries)

Website URL: <https://www.otaru-uc.ac.jp/summary/employment/>

14. Additional Notes:

- The university complies with the Equal Employment Opportunity Law for Men and Women and has introduced a childcare support-type working hours system. The selection process does not exclude applicants on the basis of gender or nationality and we welcome applications by female and non-Japanese researchers.
- As a rule, submitted materials will not be returned to the applicants, and documents including private information will be discarded as soon as the examination is completed.