

OTARU UNIVERSITY OF COMMERCE

3-5-21 Midori, Otaru, Hokkaido 047-8501, JAPAN

Announcement of a full-time tenured faculty position in English Applied Linguistics

Applicants are invited for the post of Associate Professor or Lecturer available from April 1 or September 1, 2024 at the Center for Language Studies, Otaru University of Commerce. The Center has a long history of being one of Hokkaido's top academic research organizations and language educational institutions. We are seeking an exceptional academic who can support our ambitions to enhance our teaching and research reputation. Prospective applicants should refer to the following:

Position:

Full-time tenured Associate Professor or Lecturer assigned to the English section at the Center for Language Studies.

Field:

Candidates should possess a doctorate in Applied Linguistics, preferably sociolinguistics or pragmatics. Expertise in the teaching of English to Japanese university students is desirable.

Qualifications:

1. Applicants are expected to have completed their PhD by the start date.
2. Applicants should have sufficient ability to teach English in English.
3. Applicants should have a record of educational and research activities as they will be expected to participate in committee work, entrance examinations, and work related to teacher training.
4. Applicants should possess a solid command of the Japanese language in order to perform administrative duties, such as producing documents, participating in faculty meetings, and coordinating teaching practicums; the selection process does not exclude applicants on the basis of nationality or their first language.
5. Applicants should have relevant teaching experience, preferably at the college and/or university level.

Responsibilities:

1. Academic staff may be requested to teach both daytime and/or evening courses. The appointee will be expected to teach from among the following courses.

Undergraduate: English, English Communication, Comparative Culture, and related subjects.

Graduate: Courses related to applied linguistics, and Academic English.

2. The successful candidate will be committed to professional and program development. They will be requested to assist with both English and the teacher training program. Additionally, they will be expected to contribute to the international student exchange program, the Glocal course, and perform various administrative duties not only with the English section, but also with the Center for Language Studies, and with the University. A good level of proficiency in written and spoken Japanese is therefore required.

Period of Appointment:

The successful applicant is expected to begin on April 1 or September 1, 2024.

Salary and Benefits:

The successful candidate will be paid in accordance with the #2 annual salary system of Otaru University of Commerce and applicable staff salary regulations.

Application Materials:

- (1) One curriculum vitae/resume. (In the event of any academic disciplinary history, including criminal record, this must be noted.)
 - (2) A list of education and research achievements.
 - (3) The candidate's three most important research publications and their summaries.
 - (4) Japanese summaries (roughly 250 characters) are required for each publication submitted in (3), and English summaries (roughly 300 words) are required for each Japanese publication.
 - (5) Copies of official undergraduate and graduate school transcripts.
 - (6) Copies of undergraduate and graduate degree certificates.
- * With regard to (1) – (6), please submit them as PDF via the JREC-IN website. Any additional supporting documentation may be sent to the address in the Contact section below.

- * During the selection process, finalists may be required to submit letters of recommendation, as well as the names of two referees we may contact for additional information. Once a candidate has been selected, the candidate will be required to submit their resume on the official university forms and in the format specified by the university.

Closing Date:

Applications must be received by 5 p.m. on December 1, 2023.

Selection Process:

After an initial evaluation of the submitted materials, finalist candidates will be requested to attend an interview both in Japanese and English. It will consist of three parts:

- An English mock class/model lesson in English.
- An interview in Japanese and English about the candidates' educational and research experience.
- A question and answer session and a brief explanation of the academic affairs of the university.

If selected for an interview, travel expenses to and from Otaru will be covered, per university regulations.

Note: For interviewees whose native language is not Japanese, a Japanese language examination will be given to assess the candidate has “a solid command of the Japanese language,” which is a requirement for this position. At that time, Japanese language ability will be evaluated through reading aloud of documents, asking and answering questions about contents, and exchanging business email in a simulated manner. Otaru University of Commerce does not exclude candidates whose mother tongue is not Japanese.

Application documents are to be submitted via JREC-IN.

JREC-IN

<https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D123100551&ln=1>

Contact:

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*The university complies with the Equal Employment Opportunity Law for Men and Women and has established a childcare support system with shorter working hours for childcare support that is available to workers in our university.

*In principle, submitted materials will not be returned to the applicants. Documents containing personal information will be discarded as soon as the selection process is completed.