

JOB ANNOUNCEMENT

The Center for Education of Global Communication (CEGLOC) at the University of Tsukuba is seeking applicants for the post of assistant professor.

1. Position

Full-time non-tenured assistant professor (助教): One position

2. Term of Employment

Three years, plus two additional years based on a renewal assessment (non-tenure track)

* For candidates with previous employment history at the University of Tsukuba (e.g., part-time), the term may be shortened in accordance with the regulations of the university.

3. Start of Employment

October 1 (Fri.), 2021 (or later at the earliest possible date)

* Salary is based on age, qualifications, and experience, as per university policy.

* The annual salary system (年俸制) is applied; a commutation allowance is paid in addition.

4. Field of Study

Teaching English as a Foreign/Second Language, Applied Linguistics or related areas

5. Responsibilities

(1) Six 75-minute English classes (“English Reading Skills” and “English Presentation Skills”) per week (The classes are mainly aimed to increase and develop students’ academic and practical English language ability.)

(2) Administrative tasks for developing students’ communicative competence, especially writing competence, in English

(3) Other administrative tasks for CEGLOC and the University

6. Qualifications

(1) Native or near-native speaker of English

(2) Doctoral degree, or the prospect of obtaining a doctoral degree prior to employment

(3) Experience in teaching English as a second/foreign language at the college level or equivalent

(4) Working level of proficiency in Japanese preferable

7. Documents for application

(1) Curriculum Vitae (File No. 18, downloadable), including a detailed description of the applicant’s educational background, academic and other professional activities, date of birth, home and office addresses, telephone numbers, and email address

(2) List of five main publications (books and/or papers) within the last five years (File No. 19, downloadable)

(3) List of teaching experience within the last five years (File No. 20, downloadable)

(4) Education and research plan and future prospects (within one page) (File No. 21, downloadable)

(5) Offprints or photocopies of the publications listed in (2)

- (6) Summaries of the publications listed in (2) (within 400 words in English, or 800 words in Japanese, for each publication)
- (7) List of ALL publications and presentations (Put a circle in front of the five main publications listed in (2)) (File No. 22, downloadable)
- (8) Cover letter with the applicant's email address and telephone number
- (9) Contact information of two references (name, affiliation, email address, phone number, etc.)

*Note. All the standardized forms can be downloaded from the link below.

<http://www.cegloc.tsukuba.ac.jp/page/page000785.html>

* Short-listed candidates will be invited for an interview that may include research presentation and microteaching. Travel expenses will not be reimbursed. (Interviews for applicants abroad are conducted in a different way.) Note also that interviews may be held online, depending on the coronavirus situation.

8. Deadline for application

May 7 (Fri.), 2021 (Japan time)

9. Address to submit the application documents

Director of the Center for Education of Global Communication,
University of Tsukuba

Tenno-Dai 1-1-1, Tsukuba, Ibaraki 305-8577, Japan

*Write in red “英語母語話者相当教員応募” / “Eigo Bogowasha Soto Kyoin Obo” on the package, and send it by registered mail (書留).

*Submitted materials are not returned unless a self-addressed stamped envelope with your application is enclosed.

10. For further information, contact:

CEGLOC Office, University of Tsukuba

Tel: +81 (0)29-853-2420; Fax: +81 (0)29-853-6616, or

Email: HIRAI, Akiyo <hirai.akiyo.ft#@#u.tsukuba.ac.jp > (delete the hash tags)