

Lecturer, Associate Professor or Professor with Fixed-Term Contract at Tokyo Woman's Christian University

1. An English-speaking lecturer, associate professor or professor with fixed-term contract.
2. The Department of English at Tokyo Woman's Christian University is seeking an English speaking fixed-term contract teacher.
3. Fields of specialization:
Intercultural communication, translation studies and related fields.
4. Assignment: three years (with the possibility for extension for two further years).

Assignment period: April 1 2021 until March 31 2024

Fixed-term contract teachers are to follow rules set in Article 9 of Tokyo Woman's Christian University Rules for Fixed-term Contract Teachers.

Article 9: Fixed-term Contract Teacher qualified as under Article 4 Clause 2 should be on the assignment for 3 years term with the possibility of renewal for an additional 2 years if both parties agree.

6. Duties: (plan for academic year 2021)
 - (1) Teach 10 semester classes listed below: English and Women's Empowerment and Leadership, Globalization and Empowerment, Introductory Seminar for English for Professional Purposes*, Seminar in English for Professional Purposes*, Introductory Seminar for First Year Students, Basic Seminar for Study Abroad, Senior Seminar (English; Final Presentation in English)*, Thematic Studies on English for Professional Use, and other classes, including as necessary; General Education and classes for the Graduate School; classes marked with * to be taught mainly in English
 - (2) Help in administrative responsibilities.
7. Salary and Benefits to be paid as per Tokyo Woman's Christian University Rules
Holidays: according to Tokyo Woman's Christian University rules

Social Insurance: Private University Mutual Insurance, Public Welfare, Employment Insurance, Industrial Accident Insurance

8. Qualifications :

- (1) MA or higher in one of the fields noted above; or in related fields; or comparable achievements.
- (2) Experience working in international organizations, preferably both inside and outside of Japan.
- (3) Previous experiences in fields related to the “Duties” outlined above.
- (4) Native English speaker competence and ability to conduct administrative affairs in Japanese

9. Screening:

The first screening will be done by documentary examination. The second screening is an interview. Applicants who pass the first screening will be notified about the interview. Interviewees may be asked to present a short demonstration lesson on the subject we assign.

If finalists are regarded as equally qualified after the screening process, preference will be given to female applicants.

Interviewees will be responsible for travelling and accommodation expenses for the interview.

Applicants who reach the final stage of screening will be asked to submit opinions about the educational policies of our university.

10. Application Materials:

- (1) a one-page cover letter written in English;
- (2) a CV in English or Japanese (the initial application requires no special CV form, but during the process of screening, applicants may be asked to submit the CV in our university form);
- (3) list of publications and presentations;
- (4) five academic publications which demonstrate academic achievement, preferably ones that have been published in the past five years (please mark the submitted items in the list of publications and presentations);
and
- (5) contact details of two referees.

11. Contact:

Send application materials by post to Prof. Sakae Suzuki, Department of English, Tokyo Woman's Christian University, 2-6-1 Zempukuji, Suginami-ku, Tokyo, Japan 167-8585. (Please write on the envelope "Application documents enclosed.")

11. Deadline: 20 August 2020 (Application and documents must be received by this date.)

12. Others

- (1) Documents will not be returned.
- (2) All personal information provided by the applicants will be handled with utmost care in accordance with university privacy regulations and will not be used for any purpose other than screening candidates for the position.
- (3) Travel expense should be borne by the applicant.
- (4) Applicants will be notified of the results at the end of screening process.
- (5) For further inquiries, please contact Prof. Sakae Suzuki by email (sakaes*lab.twcu.ac.jp) (Please replace * with @).
No email applications or faxes, please.

(6) At the final screening (interview) Tokyo Woman's Christian University will ask candidates to submit in writing a statement of their aspirations for higher education and their pedagogical aims.

Tokyo Woman's Christian University asks our teachers to fulfill the following requirements:

- understand our school philosophy and our diploma and curriculum policies and have expertise in the required field, teaching ability, and research competency that promote higher education for women on the basis of liberal arts and Christianity;
- understand our department's admission policy, educate students to achieve the goals that are set in the policy, and willingly engage in academic activities in the field required in the Department of English;
- make positive contributions to the advancement of the educational aims of the department education;
- teach classes for general education, supporting our liberal arts education, and making contributions to the all-round education of our students.