

August 27, 2024

To Whom It May Concern

Yasuyuki Imai
President
University of Shizuoka

The University of Shizuoka invites qualified applicants for the position of full time non-tenured lecturer starting April 1, 2025.

Job Description

1. Rank: A full-time, non-tenured lecturer position (one-year contract), renewable for a total of up to 3 years.
2. Department: Language and Communication Research Center.
3. Fields: English Education.
4. Courses and Related Duties:
 - a. Teaching ten undergraduate courses (Freshman English, English Communication, Reading, Writing, Presentation, TOEIC, etc.).
 - b. (i) Designing syllabi and selecting textbooks for English courses; (ii) conducting 90-minute office hours every week (support and advice for students and conversation practice with students); (iii) providing orientation meetings and pre-program advice for students about study abroad programs; (iv) other educational duties as directed by the Director and the Vice Director of the Language and Communication Research Center.
5. Terms of Employment: (i) One-year contract from April 2025, renewable twice (for a total of up to 3 years); (ii) 7.5 hours a day between 8:30 and 17:00 (as a basic guideline) Monday through Friday (37.5 hours a week); (iii) Monthly wages: 300,000 yen (320,000 yen for a doctoral degree holder). Bonuses and transportation expenses are paid as specified in the university's regulations. Employment, disability, health and pension insurances are also provided. Faculty housing is available for a fee.
6. Qualifications: (i) A candidate needs to be a native speaker of English or possess an English language ability equivalent to that of native speakers of English; (ii) A candidate needs to hold a master's or higher degree in Humanities or Social Sciences as of April 1, 2025, and/or having relevant academic experience/ability or professional publications which the University deems equivalent to a master's degree; (iii)

Experience in teaching English as a second/foreign language at a Japanese university is required; (iv) A candidate needs to show a strong interest in English education at the university level in Japan; (v) Proficiency in Japanese sufficient for conducting routine administrative duties is also required; (vi) The successful applicant is required to reside in or around Shizuoka City.

7. Starting Date: April 1, 2025.
8. Deadline for Submission of Application: November 1, 2024, noon (Japan time)
9. Documents to be Submitted: (i) A current CV with a portrait photo attached; (ii) A list of academic achievements (details outlined below under “Guidelines for Listing Academic Achievements”); (iii) Copies of two publications authored by the applicant; (iv) A two-page research statement in English detailing achievements and future goals in the field of English education; (v) A copy of the diploma for the highest academic degree earned (post-graduate); (vi) Contact information of two possible referees for the candidate; and (vii) A short list of major achievements in the following categories: (a) original papers (b) books (c) other research accomplishments. Contents listed under (ii) may be described. The list should be up to 2 pages in A4 portrait orientation with a font size of 11 points or larger, including achievements from the last five years.
10. Review Procedure: After (i) careful consideration based on the documents submitted, a qualified applicant will be (ii) interviewed at the University of Shizuoka in Shizuoka, Japan. A teaching demonstration may be requested. Note that an applicant must come for the interview at his or her own expense; it will not be reimbursed by the University.
11. Application Address: Public Relations and Planning Office
University of Shizuoka
52-1 Yada, Suruga-ku, Shizuoka-shi
Shizuoka-ken, 422-8526, Japan
Telephone: +81-54-264-5106
E-mail: tyous4@u-shizuoka-ken.ac.jp

Note that we will not accept submissions by e-mail.

12. Additional Considerations:
 - (i) We will not assume the cost for returning any materials submitted; if an applicant would like to have them returned, please indicate so in the application.
In such a case the applicant needs to include in the application package a self-addressed return envelope with sufficient postage.
 - (ii) We will undertake responsibility for the custody, preservation, and eventual

destruction of any remaining application materials. Furthermore, as required by law, the University will not use the information received for any purpose other than that of review for selection.

Guidelines for Listing Academic Achievements:

1. Do not list any work unless it has been published. For example, do not include such things as privately published works, writings for club magazines, or internal memos/documents.
2. Do not list any joint work unless it is possible to identify who has written which section.
3. You may list any book or article that will be published by a publisher or in a journal soon (as long as the work in question has been received by the publisher with assurances to publish).
4. In the case of an academic paper, the relevant page numbers need to be clearly indicated.
5. List the names of all co-authors if it is a joint work.