

JOB ANNOUNCEMENT

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

1. Position

A few job openings for the following positions:

- (1) Full-time non-tenured associate professor (准教授) or
- (2) Full-time non-tenured assistant professor (助教)

2. Term of Employment

3 years, plus 2 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, TA, TF), the term may be shortened in accordance with the regulations of the university.

3. Start of Employment

November 1 (Thur), 2018

* 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) Ten 75-minute English classes per week (They are mainly aimed to increase and develop students' practical English language ability.)

(2) Administrative tasks for CEGLOC and the University

6. Qualifications

(1) Native or near-native speaker of English

(2) Master's or Doctoral degree

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

(4) Working level of proficiency in Japanese

7. Documents for application

(1) Curriculum Vitae (Form 3, 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 teaching experience within the last five years (Form 5, downloadable)
*Using Forms 3 and 5 are not obligatory but preferable. The forms are available at <http://www.cegloc.tsukuba.ac.jp/page/dir000580.html>
- (3) List of all publications and presentations (Put a checkmark on three or five main publications (books and/or papers) within the last five years.)
- (4) A copy or photocopy of the three to five main recent publications marked in (3)
- (5) Cover letter with the applicant's email address and telephone number
- (6) Contact information of two references (name, affiliation, email address, phone number, etc.)

8. Deadline for application

June 1 (Fri), 2018 (Japan time)

* Short-listed candidates will be invited for an interview that may include micro-teaching. Travel expenses will not be reimbursed. (Interviews for applicants abroad are conducted in a different way.)

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)