

Associate Professor or Lecturer of English Wanted

Hiroshima University's
Institute for Foreign Language Research and Education

Full-time Position	Associate Professor or Lecturer of English
Institution	Institute for Foreign Language Research and Education, Hiroshima University 1-7-1 Kagamiyama, Higashi-Hiroshima, 739-8521
Employment Begins	April 1, 2015 (or as soon as possible afterwards)
Research Specialty	Teaching English as a Second/Foreign Language
Teaching and Research Duties	(1) Teaching undergraduate courses, including one using ICT in class. (2) Teaching graduate courses. (3) Making other contributions to our Institute. This includes teaching and helping administer some special courses, such as the English Voluntary Course and the Building English Professional Skills Program, and giving advice to students. (4) Conducting educational research activities. This includes developing teaching materials, assisting Institute projects, and helping with Institute administrative duties.
Required Qualifications	(1) A PhD in English Language Education, or nearly the equivalent. (2) Ample experience teaching English as a second or foreign language, preferably at the university level. Also, knowledge of both statistics in education and Information Communication Technology is strongly preferred.

	<p>(3) Ability to manage programs and people, along with a strong working knowledge of the Japanese language.</p> <p>(4) Ability to teach in English. Having overseas teaching and research experiences is preferred.</p>
Application Deadline	Monday, January 26, 2015
Requested Documents	<p>(1) Curriculum Vitae. Include a photo, an e-mail address, a list of any professional organization memberships and activities, and current and past work activities.</p> <p>(2) A list of research publications. This includes a graduate thesis, academic articles, books, and reports. Please make clear which publications were peer reviewed or refereed. Put * marks for refereed ones.</p> <p>(3) A summary of your 3 most important research accomplishments. Include copies of those related publications. Please type the summary on A4 paper. Do not exceed 200 words for each accomplishment.</p> <p>(4) A list of your teaching accomplishments. Please type them on A4 paper.</p> <p>(5) A list of contributions to the community.</p> <p>(6) Any other information which you feel is relevant, such as letters of recommendation. (Submitting teaching portfolios is preferred, if you have any.)</p> <p><u>Important</u>: Please put (1) and (2) above into Word or Excel Files, and put the files onto a USB stick or a CD in the envelope. The stick or CD will <u>NOT</u> be returned later.</p>
Send Documents To	<p>Keiso Tatsukawa, Institute Director</p> <p>Institute for Foreign Language Research and Education, Hiroshima University</p>

	<p>1-7-1 Kagamiyama, Higashi-Hiroshima, 739-8521</p> <p><u>Note</u>: On the front of the envelope, in red, write: Job Application Form Enclosed. Please send the envelope by Registered Mail.</p>
<p>Selection Process</p>	<p>First, the number of candidates will be narrowed down based on the quality of professional accomplishments. Then, interviews of candidates will be conducted.</p> <p><u>Note</u>: Hiroshima University is an equal employment opportunity hirer, so there is no sex, age, or race discrimination. All submitted documents and statements will be investigated for verification. Hiring and employment practices strictly conform to Japanese law. The application documents will <u>NOT</u> be returned unless you request us to do so. Please mention it clearly in your letter.</p>
<p>Salary and Evaluation</p>	<p>Salary is paid according the rules of Hiroshima University based on the teacher's ability and career record. Hiroshima University may soon start a "self-evaluation" system to assess teachers' educational and academic achievements for salaries and other treatments.</p>
<p>For Further Information</p>	<p>Keiso Tatsukawa, Institute Director Institute for Foreign Language Research and Education, Hiroshima University TEL: 082-424-6424/6439 FAX: 082-424-6400 E-mail: tatsukawa@hiroshima-u.ac.jp</p>

