

Full-time Teaching Position, Chiba University

We are looking for an experienced teacher with English teaching qualifications to teach classes as indicated below. Practical experience in materials development and self-access centres would also be advantageous.

Job details:

1. **Position:** Language Lecturer (full-time)
2. **Contract:** An annual contract for a period of three years with the possibility of extension for a further two years
3. **Number of positions:** 1
4. **Job description**

This full-time position at Chiba University Nishi-Chiba Campus involves the following duties.

1. Responsibility for 20 courses per year in the subjects from the list below.
 - required courses for first-year students (Writing, Presentation, Interaction, Discussion)
 - required courses for second-year students (English for Specific Fields, Critical Thinking in English)
 - General Education elective courses
 - Common Graduate Education courses (General Education graduate school courses)
2. Development of teaching materials
3. Other duties related to English education. These include either conducting Individual Lessons (no more than 10 x 90-minute class periods in a single year) at English House (the self-access English Support Centre) or managing a short-term overseas study program.

Teachers are encouraged, but not required, to pursue their own research.

5. Qualifications and application requirements

- (1) Practically-assessed English teaching qualification, such as DELTA/DipTEFLA/Trinity TESOL.
- (2) Bachelor's degree. Most, or all, coursework should have been completed in English.
- (3) At least two years of experience teaching English at the tertiary level.
- (4) At least two peer-reviewed publications.
- (5) Master's degree in TESOL/English language education.
- (6) Experience in curriculum and materials development preferred.
- (7) English ability sufficient to teach in English (overseas experience preferred).
- (8) Japanese ability sufficient to handle university-related administrative matters preferred.
(Nationality will not be considered in the selection process.)

6. **Appointment start date:** April 1, 2024

7. Compensation

- (1) Salary will be approximately 5.5 million yen per year and will be paid in accordance with the regulations stipulated by Chiba University.
- (2) Commuting allowance will be in accordance with the regulations stipulated by Chiba University (including an upper-limit).
- (3) Retirement age is 65.
- (4) Health insurance, workers' compensation, and unemployment insurance included.

8. Application process

Please send the following:

- (1) Cover letter, including phone number and e-mail address.
- (2) Curriculum vitae, including a list of your publications and research activities relevant to English language teaching. Please use the attached Worksheets Nos.1 and 2 (CV.xlsx). Please add extra lines to the Excel file as needed.
- (3) Copy of one relevant research publication.
- (4) Worksheet No. 3 (CV.xlsx). Please limit your answers to 100 words for each question.
- (5) One copy of each of your degrees/certificates/diplomas.
- (6) Copy of any official certificate of English or Japanese proficiency (e.g., IELTS, TOEFL iBT, Japanese Language Proficiency Test, Nihongo Noryoku Test).
- (7) At least 1 reference.

Applications should be received no later than September 29th, 2023.

Applications should be sent to:

Education Planning and Reform Unit
Education Planning Division,
Department of Student Affairs (Gakumu-bu, Kyoiku-kikaku-ka),
Chiba University
1-33 Yayoi-cho, Inage-ku, Chiba 263-8522 JAPAN

Please write "Application materials for full-time English teaching position" on the envelope in red ink.

If you would like the materials to be returned, please enclose a stamped self-addressed envelope with the application.

9. Selection process

Short-listed candidates will be invited to an interview conducted in English at a mutually agreed-upon time in October 2023. Please note that transportation expenses to the Chiba University Nishi-Chiba Campus will not be reimbursed.

10. Notification of results

Successful candidates will be notified directly. Applicants' personal information will be treated as confidential and will not be used for any purpose other than selection.

11. Enquiries

Please address all enquiries to:

Professor Sarah Morikawa
smorikawa@faculty.chiba-u.jp