

June 20, 2024

To:

Presidents of relevant universities

Deans of relevant universities

Heads of relevant organizations

Motomichi Otani
Dean, Faculty of Law
Dokkyo University

Openings for Contract Lecturer (Non-tenured) in the Interdepartmental English Language Program

1. Position: Contract Lecturer
2. Number of positions: two
3. Qualifications and application requirements:
 - (1) Master's degree or higher, with experience teaching at a university or equivalent institution
 - (2) Specialization in English education or applied linguistics and experience with curriculum development and management is preferred.
 - (3) English ability sufficient for teaching in English (preferably with experience studying or completing a degree in an English-speaking country) and Japanese ability sufficient for handling university-related administrative matters
4. Affiliation: Teachers will belong to the Faculty of Law but will be in charge of courses in the Interdepartmental English Language Program.
5. Duties:
 - (1) Teachers will be in charge of English courses that may include: Academic Reading Strategies, Academic Writing, Academic Listening Strategies, and others.
 - (2) Teachers will not be required to attend faculty meetings or perform committee work but will be asked to attend meetings for the Interdepartmental English Language Program. Teachers will be involved in curriculum management and development, as well as student advising, and will be expected to be on campus four days a week.
6. Appointment: Beginning on April 1, 2025
7. Application process
Choose one of the two methods below to apply:
 - (1) JREC-IN Portal Web
Please use the JREC-IN Portal Web application function (<https://jrecin.jst.go.jp/seek/SeekTop?ln=1>). All the application materials must be submitted as a single PDF file. Please include a table of contents for the PDF

file in (1) below (Cover letter).

(2) Postal mail

Please send application materials via registered mail or courier service to:

Office of the Faculty of Law, Dokkyo University

1-1 Gakuen-cho, Soka, Saitama 340-0042

Please write "Application materials for Contract Lecturer in the Interdepartmental English Language Program" on the envelope in red. As a rule, application materials will not be returned. However, if the applicant wishes the materials to be returned, a stamped self-addressed envelope should be enclosed with the application.

Materials:

For (2) and (3) below, applicants must download the Word version of the CV forms from the following URL and type in the information: <https://www.dokkyo.ac.jp/about/recruit/>

- (1) Cover letter (include e-mail address, list of courses taught and textbooks used) *If applied through JREC-IN, please add a table of contents for the PDF file.
- (2) Curriculum Vitae (with photo attached)
- (3) List of publications and research / educational activities
- (4) Copy of one representative research publication (besides master's thesis), along with a summary of the publication in both English and Japanese
- (5) An essay in both English and Japanese on "Your views about University English Education." The essays should be approximately one page of A4 sized paper each, and should be based specifically on the applicant's achievements.
- (6) Copy of the applicant's final degree certificate / diploma
- (7) Copy of official certificate of English / Japanese proficiency (TOEIC, TOEFL, IELTS, or Japanese-Language Proficiency Test, etc.)

Application deadline: Friday, September 13, 2024

8. Selection process

Short-listed candidates will be invited to an interview (including teaching demonstration) in both English and Japanese on Saturday, October 5, 2024. Please note that transportation expenses will not be reimbursed.

9. Notification of results

Successful candidates will be notified directly. Applicants' personal information will be handled with the utmost care, and will not be used for any purpose other than selection.

10. Term of employment

3 years (renewable for an additional 3 years by mutual agreement for a maximum of 6 years)

11. Inquiries

Kaori Terakawa <kterakawa@dokkyo.ac.jp>

Chair, Interdepartmental English Language Program

Additional information

(1) The Interdepartmental English Language Program is a coordinated program that stresses “English for General Academic Purposes” (EGAP). Students from the following faculties and departments take courses in the program: Faculty of Foreign Languages (Depts. of German and French), Faculty of Economics (Depts. of Economics, Management Science, and Economics on Sustainability), and Faculty of Law (Depts. of Law, International Legal Studies, and Policy Studies). We seek to hire cooperative teachers who understand the goals and objectives of the program and participate actively to achieve them.

(2) “Contract Lecturer (Non-tenured)” refers to a position at Dokkyo University in which the term of employment and job duties are determined by an individual contract. The current opening is for a Contract Lecturer (Non-tenured) in charge of foreign language courses.

(3) The salary is based on a course load of nine classes and will be 350,000 yen per month. If additional classes become necessary, 21,700 yen per month will be paid for each additional class. Teachers will be provided with shared office space.

(4) Experience using CALL classrooms / ICT is preferred.

For more information about the program and the position, please see the following webpages:

<https://www.dokkyo.ac.jp/about/recruit/>