

## Call for Applicants

### One Full-time Tenured Position at the Faculty of Global and Regional Studies (American Studies Course and English Division), Doshisha University, Kyoto Japan

- 1. Position:** Assistant Professor (助教) or Associate Professor (准教授).  
Tenured, irrespective of rank at the time of hiring.  
Departmental Affiliation: American Studies Course, Faculty of Global and Regional Studies and English Division, Department of General Education
  
- 2. Main courses to be taught:** University-wide English language and culture-related courses (with the possibility of Global and Regional Studies courses related to North America).
  
- 3. Number of position openings:** One (American Studies course)
  
- 4. Scheduled start of employment:** Starting from April 1, 2025.
  
- 5. Qualifications and application conditions (all of the following must be satisfied):**
  - 1) First language is English or equivalent English proficiency.
  - 2) Able to teach university-wide English language and culture-related courses offered to all Doshisha students at all levels.
  - 3) Holder of a Ph.D. degree awarded by March 31, 2025.
  - 4) Experience of English teaching at university level.
  - 5) At least three publications in the field of English Teaching (TESOL), applied linguistics, or in an academic field related to North American culture and society.
  - 6) Sufficient Japanese proficiency to perform education and administration-related work (participating in meetings, drafting documents, entrance exam-related duties, etc.).
  - 7) Knowledge or research interests on North America, or experience in teaching about the region, is not a requirement but an advantage.
  - 8) Willing to reside in the Kinki area after hiring.
  
- 6. Responsibilities:**
  - 1) Teaching Responsibility: English and/or culture-related courses, at all undergraduate levels and for all faculties in the university, including Global and Regional Studies courses, at the Imadegawa and/or Kyotanabe Campuses.
  - 2) Administrative responsibilities: Overseeing the university-wide English Language education program, including the management and supervision of part-time

teachers; involvement in curriculum design and planning; study-abroad programs; language counseling; registration, invigilation, and entrance examination-related duties. You may be requested to teach classes and participate in committee work on Saturdays.

**7. Required application materials:** Please send all required materials (from (1) to (7) ) in PDF format by email to the address indicated below.

- (1) Complete Curriculum vitae (CV) in Doshisha format (available for download from our job announcement “One Full-time Tenured Position at the Faculty of Global and Regional Studies (American Studies Course and English Division), Doshisha University, Kyoto Japan,” posted on the JREC-IN Portal page : <https://jrecin.jst.go.jp/seek/SeekJorDetail/Changelang?id=D124041430&lang=1> )
- (2) Three academic publications in English or Japanese. Each should be accompanied by an 800-character summary in Japanese).
- (3) Cover letter, explaining your previous education, research and administrative work-related experiences and how you plan to contribute to Doshisha University and the Faculty of Global and Regional Studies, both in Japanese (approximately 3000 characters) and English (approximately 1500 words).
- (4) PDF copy of the highest degree (If it has not yet been issued, please submit certification of your degree status).
- (5) Materials pertinent to your teaching prowess, such as student evaluations, syllabi, and awards in PDF form (if available).
- (6) PDF copy of TESOL diploma/certificate (if available).
- (7) PDF copy of the document(s) certifying qualification at a certain level of the Japanese Language Proficiency Test or similar measurement of Japanese proficiency (if available).

**8. Application Deadline:** July 1, 2024 (Monday), 17:00 (JST)

\*An application will be considered completed once the faculty office sends a confirmation email to the candidate, which may take time. For this reason, please send your application materials in a timely manner.

\*In the case that the size of the application exceeds the maximum message size, please contact the faculty office in advance.

**9. Address to send the application materials:**

\*Please include the following description in the subject line:

“Full-time Tenured Position at the Faculty of Global and Regional Studies (American Studies Course and English Division)”

**E-mail address:** gr-saiyo@mail.doshisha.ac.jp

## 10. Screening process

### (1) Screening procedure

First screening: Based on the above submitted documents.

Second screening: (Late July) We will ask those who have passed the first screening to submit all the publications (both PDF format and originals) listed in the CV and will conduct a new screening.

Third screening: (Late August) Interview with those who have passed the second screening. In the interview, we will also evaluate the candidate's mock lesson presentation.

(2) We will ask to see the original of your degree at the time of the interview.

(3) Transportation expenses for the interview will be set and covered by the faculty according to regulations of the university.

(4) Successful candidates will be notified of the result as soon as the selection process is completed.

## 11. Further points

(1) Inquiries regarding this job advertisement should only be made by e-mail ([gr-saiyo@mail.doshisha.ac.jp](mailto:gr-saiyo@mail.doshisha.ac.jp)). When contacting the faculty office, please be sure to write this caption in the subject line: "Full-time Tenured Position at the Faculty of Global and Regional Studies (American Studies Course and English Division)"

(2) If your contact information changes during the summer, please email your new contact information with the duration of the change, new address, telephone number, e-mail address, etc. as a PDF attachment.

(3) For the University's position on equal opportunity, please refer to its Diversity Statement at the following URL:

<https://www.doshisha.ac.jp/information/approach/diversity.html>

Doshisha University  
Faculty of Global and Regional Studies  
Contact E-mail address: [gr-saiyo@mail.doshisha.ac.jp](mailto:gr-saiyo@mail.doshisha.ac.jp)  
Faculty HP: <https://gr.doshisha.ac.jp/>  
Doshisha University HP: <https://www.doshisha.ac.jp/>

## Additional Notes

Application documents will be stored and managed in strict confidence, and will be destroyed responsibly after the screening process is complete. Personal information contained in the application documents will not be used for any purpose other than the selection process in accordance with the Personal Information Protection Law.