

One Limited-term Contract Teaching Position, Beginning April 2025
English Course Section, Faculty of Global Communications, Doshisha University

Position: Assistant Professor, Associate Professor or Professor, depending on qualifications

Courses: 1) General English courses for all undergraduate faculties in the university;
2) Major courses for the Faculty of Global Communications

Contract Period: From April 1, 2025 to March 31, 2030 (non-renewable)

Qualifications and Application conditions (All of the following must be satisfied):

- 1) First language is English
- 2) Holder of a Master's degree or above in the area of English language education (TESOL), applied linguistics, or a related academic field
- 3) At least three years' English teaching experience at the university level
- 4) Sufficient Japanese proficiency for general administrative tasks
- 5) Resident of the Kinki area of Japan during the contract period
- 6) At least two academic publications

Responsibilities:

- 1) Teaching load: A minimum of eight classes per week, spread over five days
- 2) Administrative responsibilities: Involvement in curriculum design and planning; materials development; counselling for course registration; participation in designated committees; entrance exam development, proctoring, and scoring; contributions to Doshisha's international exchange programs; PR activities for recruiting new students (including demonstration lessons at some university events)

Application materials

- 1) Curriculum Vitae (履歴書, *rirekisho*), a list of academic publications (業績書, *gyosekisho*), and a list of previous work experience within Doshisha schools (職務経歴報告書, *shokumukeireki-houkokusho*) [if not applicable, please write "NA" or "なし" in the form]. The necessary forms can be downloaded from here:
[Curriculum Vitae \(rirekisho\), a list of academic publications \(gyosekisho\).xlsx](#)
[A list of previous work experience within Doshisha schools \(shokumukeireki-houkokusho\).xlsx](#)
- 2) One offprint/copy of each of two academic publications, with either an abstract or a 300-word summary for each publication
- 3) Statement in English (about 1,000 words), explaining the reason for applying, including personal philosophy/comments regarding teaching methods
- 4) Names and contact information of two references (affiliation, phone number, e-mail address)
- 5) Copy of either Master's degree certificate or Doctorate certificate
- 6) Copy of TESOL diploma/certificate (if available)

- 7) Copy of document(s) certifying qualification at a certain level of the Japanese Language Proficiency Test (JLPT) or similar measurement of Japanese proficiency (if available)

Deadline for application: Application materials must arrive by 5 p.m., Monday, August 5, 2024, via registered mail (*kakitome*) or commercial parcel delivery (*takuhaibin*).

Send applications to: Professor Akira Isei, Dean
Faculty of Global Communications
Doshisha University
1-3 Tatara Miyakodani, Kyotanabe
Kyoto 610-0394
Japan

N.B. Please print “Application Documents (Contract)” in red on the face of the envelope.

Please note:

- 1) After receipt of initial application materials, requests may be made for additional items.
- 2) We may request to see original degree certificates/diplomas.
- 3) Upon completion of initial screening procedures, final candidates will be interviewed in both English and Japanese and may be asked to give a demonstration lesson.
- 4) For those candidates who are requested to come to Doshisha for an interview, partial funding for transportation costs may be available according to the Faculty’s regulations regarding such funding.
- 5) Candidates will be directly notified of the results upon completion of the process.
- 6) Application materials cannot be returned.
- 7) Please make certain to notify and receive permission from referees in advance.

*For inquiry regarding this recruitment, please e-mail: jt-gcjm@mail.doshisha.ac.jp

Application materials will be retained by the Faculty of Global Communications and will be safely disposed of after the selection. Personal information will not be used for purposes other than the selection, according to the Protection of Personal Information Law of Japan.