

December 20, 2018

To Whom It May Concern

Hiroshi Kito  
President  
University of Shizuoka

The University of Shizuoka invites qualified applicants for the position of full time non-tenured lecturer starting April 1, 2019.

Job Description

1. Department: Language and Communication Research Center
2. Rank: One full-time (non-tenured, one-year) lecturer position with two renewal options (for a total of up to 3 years).
3. Fields: English Education
4. Courses and related duties:
  - a. Teaching ten undergraduate courses (Freshman English, English Communication, Oral Communication, English Conversation, Writing • Presentation, TOEIC, etc.)
  - b. (i) Designing syllabi and selecting textbooks for English courses; (ii) conducting 90-minute office hours every week (support and advice for students and conversation practice with students); (iii) providing pre-program advice for students about study abroad programs; (iv) other educational duties as directed by the Director and the Assistant Director of the Language and Communication Center.
5. Terms of employment: (i) from April 2019 one year contract, renewable twice (for a total of up to 3 years); (ii) 7.5 hours a day between 8:30 and 17:00 (as a basic guideline) Monday through Friday (37.5 hours a week); (iii) 300,000 yen monthly before taxes, 2 bonuses (totaling the equivalent of 1.73 months' pay) for the first year plan, in two installments: 0.38 months' salary for June and the equivalent of 1.35 months' salary for December. Bonus (in June and December based on official regulations) from the next fiscal year. In addition, transportation expenses are provided, and unemployment and disability insurance and health and pension insurance are provided. Furthermore, low-rent university housing is available.
6. Qualifications: (i) Candidates must be native speakers of English holding a master's or higher degree in Humanities or Social Sciences as of April 1, 2019, and/or having relevant academic experience/ability or professional publications which the University

deems equivalent to a master's degree; (ii) Successful applicants are required to reside in or around Shizuoka City; (iii) Proficiency in Japanese sufficient for conducting routine administrative duties is also required; (iv) Experience in teaching English as a second/foreign language at a Japanese university is preferable.

7. Documents to be Submitted (one copy of each): (i) a current CV with a portrait photo attached; (ii) a list of academic achievements (details outlined below under "Guidelines for listing academic achievements"); (iii) copies of 2 publications authored by the applicant; (iv) a two-page research statement in English of achievements and future goals in the field of English education; and (v) a copy of the diploma for the highest academic degree earned (post-graduate)
8. Deadline for Submission of Application: January 21, 2019, 12:00PM (Japan time)
9. Review Procedure: After (i) careful consideration based on the documents submitted, qualified applicants will be (ii) interviewed at the University of Shizuoka in Shizuoka, Japan. A teaching demonstration may be requested. Please note that applicants must come for the interview at their own expense: They will not be reimbursed by the University.
10. Starting Date: April 1, 2019
11. University of Shizuoka Kusanagi Campus: 52-1 Yada, Suruga-ku, Shizuoka-shi, Shizuoka, Japan
12. Application Address: Mr. Hidemi Nakamura  
52-1 Yada, Suruga-ku, Shizuoka-shi  
Shizuoka-ken, Japan 422-8526  
Telephone: +81-54-264-5106

We will not accept submissions by e-mail.

13. Additional considerations
  - (i) The required forms are available online at:  
<http://www.u-shizuoka-ken.ac.jp/guide/rec-bid/staff-recruitment/>
  - (ii) We will not assume the cost for returning any materials submitted; if an applicant would like to have them returned to him/her, please indicate so in the application. In such a case the applicant needs to include in the application package a self-addressed return envelope with sufficient postage.
  - (iii) We will undertake responsibility for the custody, preservation, and eventual destruction of any remaining application materials. Furthermore, as required by law, the University will not use the information received for any purpose other than that of review for selection.

### Guidelines for listing academic achievements

Please take note of the following rules pertinent to preparation of your CV:

1. Do not list any work unless it has been published. For example, do not include such things as privately published works, writings for club magazines, or internal memos/documents.
2. Do not list any joint work unless it is possible to identify who has written which section.
3. You may list any book or article that will be published by a publisher or in a journal soon (as long as the work in question has been received by the publisher with assurances to publish).
4. In the case of an academic paper, the relevant page numbers need to be clearly indicated.
5. List the names of all co-authors if it is a joint work.