

Recruitment for Two Associate Professors (Term-Limited) or Lecturers (Term-Limited), Division of Academic Writing Education, Institute of Liberal Arts and Sciences, Nagoya University, Japan

The Institute of Liberal Arts and Sciences (*Kyoyo-kyoiku-in*), Nagoya University, Japan, is pleased to announce two job openings at the Division of Academic Writing Education for Associate Professors (Term-Limited) or Lecturers (Term-Limited) starting from October 1, 2015.

The Division of Academic Writing Education supports Nagoya University students seeking to publish their research internationally by helping them improve both their foreign language and logical thinking skills.

1-1. Applicants must:

- (1) be native speakers of English.
- (2) have a professional interest in teaching English as a foreign language.
- (3) have a specialization in one of the following fields: linguistics, applied linguistics, literature, cultural studies.
- (4) be able to teach English academic writing and presentation classes for post-graduate students as well as academic English classes for undergraduate students.
- (5) be enthusiastic about logical thinking and academic writing education.

1-2. In addition to the above, preference will be given to applicants who:

- (1) have a Ph.D. or equivalent qualification.
- (2) have experience of teaching English as a foreign language.
- (3) have knowledge of the Japanese language at the conversational level.

2. The official status of these positions will be either Associate Professor (Term-Limited) or Lecturer (Term-Limited) depending on the successful applicants' qualifications and experience.

3. The teaching load will be eight 90-minute classes per week for undergraduate and post-graduate students, including general English, English academic writing, and English presentations. The positions also involve cooperating with all aspects of the making and marking of the Foreign Language (English) component of the Nagoya University Entrance Examinations and developing learning materials.

4. Term of Employment: Three years, renewable twice subject to teaching and academic evaluation.

5. Remuneration will be approximately five to nine million yen per annum (including bonuses and before tax) depending on age, qualifications and experience. If the selected applicant resides overseas, the cost of his/her airfare to Japan will be reimbursed by the university.

6. Applicants are requested to send the documents listed below to the following address. They must arrive no later than Friday, May 15, 2015:

Institute of Liberal Arts and Sciences (*Kyoyo-kyoiku-in*), Nagoya University,
Furo-cho, Chikusa-ku, Nagoya, 464-8601, Japan.

Application documents must be sent by registered post with the title, “Application for a position at the Division of Academic Writing Education, Institute of Liberal Arts and Sciences” in red on the application envelope.

Application documents include:

- (1) Curriculum Vitae (with a passport-size photo, date of birth and e-mail address).
- (2) List of publications.
- (3) Statement of Intent concerning your application for the position. This should include your philosophy regarding English education and academic writing education at university level.
- (4) Two letters of recommendation (written within the last six months).
- (5) Photocopy of diploma (highest and/or last degree earned).
- (6) Three published works and their abstracts (both photocopies and PDF files; PDF files should be saved on a USB memory or CD).
- (7) Any English learning materials that you have developed.

7. In addition to the above documents, final candidates will be asked to provide a health certificate. (Therefore, please be prepared to submit one at short notice.)

8. The final decision will be made following a personal interview at Nagoya University, which may be conducted by telephone or Skype in the case of overseas applicants. Please note that the Institute of Liberal Arts and Sciences cannot bear your travel expenses to Nagoya University for the interview.

For further information regarding these positions, please send your questions to the following e-mail address.

Professor Edward Haig

haig@lang.nagoya-u.ac.jp

Division of Languages and Cultures (*Gengo-bunka-bumon*)

Institute of Liberal Arts and Sciences (*Kyoyo-kyoiku-in*), Nagoya University

Notes:

- i. E-mail submission of the application documents will not be accepted.
- ii. In Japan, the academic year begins in April and ends in March.
- iii. The application documents, including submitted publications, will not normally be returned.
- iv. Nagoya University is an equal opportunity employer.
- v. Personal information in the application will be used only for the purpose of applicant screening and employment.