

**Recruitment for a Designated Associate Professor (Term-Limited) or a Designated Lecturer (Term-Limited), Division of Academic Writing Education, Institute of Liberal Arts and Sciences, Nagoya University, Japan**

The Institute of Liberal Arts and Sciences (*Kyogyo-kyoiku-in*), Nagoya University, Japan, is pleased to announce a job opening at the Division of Academic Writing Education for a Designated Associate Professor (Term-Limited) or a Designated Lecturer (Term-Limited) starting from April 1, 2025.

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

1. Job Description (Immediately after employment)

- In charge of Research Skills courses and other general duties related to academic writing education.
- In charge of tutorial sessions related to academic writing education.
- In charge of Language and Culture Courses (English).
- In charge of Mathematics and Data Science courses (in English)
- Responsible for creating and marking entrance exam questions.
- Responsible for other general duties required for the operation of the Academic Writing Education Division.

(Scope of change)

Duties designated by Tokai National Higher Education and Research System.

However, in principle, changes in duties will not be mandated against one's will.

[Work location]

(Immediately after employment) Chikusa Ward, Nagoya City, Aichi Prefecture

(Scope of change)

Work location designated by Tokai National Higher Education and Research System.

However, in principle, changes in work location will not be mandated against one's will.

2-1. Applicants must:

- (1) be native speakers of English or bilingual speakers of English and another language (preferably Japanese).
- (2) have a professional interest in teaching English as a foreign language.
- (3) be specialized in one of the following areas: linguistics, literature, cultural studies, or other areas of humanities.
- (4) be able to teach English academic writing and/or presentation classes for postgraduate students and academic English classes for undergraduate students.
- (5) be able to teach introductory courses in the fields of data science, statistics, and artificial intelligence.
- (6) be enthusiastic about applying logical thinking skills to academic writing education.

2-2. 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.

3. The official status of this position will be either Designated Associate Professor (Term-Limited) or Designated Lecturer (Term-Limited) depending on the successful applicant's qualifications and experience.

4. The teaching load will be eight 90-minute classes per week for undergraduate and postgraduate students, including academic English courses in reading, writing, presentation, and communication, and Mathematics and Data Science courses. The position also involves 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.

5. Terms of Employment:

- (1) Three years (4/1/2025 ~ 3/31/2028) (Renewable to (2) subject to teaching and academic evaluation)
- (2) Two years (4/1/2028 ~ 3/31/2030)

The maximum period of employment is limited to five years from the start date of the first employment term.

6. 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.

7. To apply for this position:

1. Convert your complete application documents (1)~(4),(6)~(7) into a single PDF file, and name your file with: NU ILAS AW (Your Family Name)

2. Upload the PDF file to the following address:

<https://nuss.nagoya-u.ac.jp/s/tsaiqk8oXYFF4Fa>

3. Send a confirmation (e.g., screenshot, showing that your application has been uploaded) to the following email address:

ilas-jinji [at] t.mail.nagoya-u.ac.jp (replace [at] with @).

Please write in the subject line: NU ILAS AW (Your Family Name) upload

Application deadline: 30 August 2024

Application documents include:

- (1) Cover letter
- (2) Curriculum Vitae (with date of birth and e-mail address).
- (3) List of publications.
- (4) Statement of Intent concerning your application for this position. This should include your philosophy

regarding English education as well as academic writing education at university level.

(5) Two letters of recommendation

Two recommendation letters should be directly sent by the referee to `ilas-jinji [at] t.mail.nagoya-u.ac.jp` (replace [at] with @).

(Please write in the subject line: "NU ILAS AW (Name of the applicant) Upload")

(6) A photocopy of diploma (highest and/or last degree earned)

(7) Three published works and their abstracts in PDF files.

## 8. Related Websites for Information

Nagoya University Institute of Liberal Arts and Sciences

<http://www.ilas.nagoya-u.ac.jp/en/index.html>

Nagoya University Writing Center (Mei-Writing)

<http://meiwriting.ilas.nagoya-u.ac.jp/home.html>

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

Professor Shin NAYATANI

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

Email: `ilas-jinji [at] t.mail.nagoya-u.ac.jp` (replace [at] with @).

Notes:

- i. Only shortlisted candidates will be notified for further instructions.
- 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.
- vi. Interviews with shortlisted candidates will be conducted either in person or online (via Zoom), based on the applicants' circumstances. Any interview-related transportation costs, if applicable, must be covered by the applicant.
- vii. In November 2021, with the clarification of the scope of control of "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA"), a portion of the provision of confidential information must comply with FEFTA. (This includes technology provided by universities and research institutions to their faculty and staff.) As a result of this change, faculty applications will also be subject to FEFTA controls. When applying for this solicitation, you will be required to submit an Applicable Specific Category Determination Form in accordance with the Applicable Specific Category Determination Flowchart. Please download and submit the form below.

<https://nuss.nagoya-u.ac.jp/s/cyFTZJYMrEg8Zkw>

In addition, faculty members are required to submit a "Confirmation Form" at the time of employment.