

March 18, 2024

Department of English  
Faculty of Arts and Sciences  
Komazawa University

### **Full-time Faculty Position at Komazawa University**

Komazawa University Department of English, Faculty of Arts and Sciences, invites applications for the following tenured position.

1. Full-time Assistant Professor (Jokyō), Lecturer (Kōshi), Associate Professor, or Professor, depending on qualifications and experience.
2. Number of positions: 1
3. Starting date: April 1, 2025
4. Duties and tasks:
  - (i) Teaching English as a Foreign Language and related courses at the Komazawa Campus.
  - (ii) Attending meetings, participating in extra-curricular activities and performing administrative and examination-related tasks undertaken by faculty members.
  - (iii) Translating, proofreading and editing in-house documents.
  - (iv) Designing, developing and managing the Department's educational curriculum.
5. Salary and benefits:
  - (i) Salary in accordance with the regulations of Komazawa University.
  - (ii) Pension and health insurance (The Promotion and Mutual Aid Corporation for Private Schools of Japan).
  - (iii) Employment insurance.
6. Qualifications (as of April 1, 2025, all of the following must be satisfied):
  - (i) PhD, or have satisfied the requirements of a PhD course.

Note: Applicants who have the same level of ability and accomplishments will also be considered.
  - (ii) Minimum of one-year experience in teaching English to English learners at the university or high school level.
  - (iii) Sufficient English proficiency to conduct classes in English.
  - (iv) Sufficient Japanese proficiency to participate in a variety of departmental activities (Level N2 or above of the Japanese Language Proficiency Test (JLPT) is desirable).
7. Application documents:
  - (i) A curriculum vitae (1 copy of A4-sized paper, single-sided printing, within 2 pages, free format).

The following information must be included:  
name; date of birth; contact details (e-mail, postal address and telephone number); education (including overseas study experience); work experience (for academic and teaching experience, specify full-time or part-time, main duties, and types of classes taught); and results of language proficiency tests (scores obtained more than two years ago are acceptable).

- (ii) A list of academic contributions (1 copy of A4-sized paper, single-sided printing, free format, no page limit).

Classify contributions into the following four categories and present the essential information designated for each category (the information may be in any order):

- (a) *All books and academic articles* (may be limited to those published in the last 10 years with the sum total if the number is large):

*Books*: include the title, author(s), publisher, page numbers and publication year.

*Academic articles*: include the title, author(s), journal, volume, first and last pages, whether refereed or not and publication year.

- (b) *Academic presentations and talks* (may be limited to a representative selection with the sum total if the number is large): include the title, date, conference name and venue.

(c) *Grants*: include the grant name, project title, role performed, funding period and total amount.

(d) *Others*: include any other contributions that the applicant considers as significant.

- (iii) An essay on the applicant's research theme, research experience and plans for future research (In **Japanese**, 1 copy not exceeding one A4-sized page, free format).

- (iv) Three copies of one representative publication, either offprints or photocopies accepted. (A few chapters excerpted from a doctoral dissertation may be submitted as one publication.)

- (v) A summary of the representative publication (iv) (If the publication is in Japanese, write the summary in **English**. If the publication is in English or another language, write the summary in **Japanese**. 1 copy not exceeding one A4-sized page, free format).

- (vi) An essay on the applicant's hopes and aspirations for teaching English as a foreign language at Komazawa University\* by incorporating his/her perspective on teaching English and practical experience of teaching English such as class activities, teaching methods and academic assessment (In **English**, 1 copy not exceeding one A4-sized page, free format).

\* The Department of English provides both required and elective courses for students in their first through fourth years with various majors and English proficiency levels.

- (vii) A document stating the names, current positions, and contact information of two people who can be inquired about (i)–(iii)

Note: Applicants who are currently enrolled in graduate school must use their academic supervisor or one of their current professors as one of their two contacts.

Interested applicants are requested to send their application materials via post to:

Department of Languages Office, Research Building No. 1, Komazawa University  
1-23-1 Komazawa  
Setagaya-ku, Tokyo  
154-8525, JAPAN

Please ensure to send your application by registered mail (*ippan kakitome* or *kan-i kakitome*) and mark it

“Application Materials Enclosed (*Sogo Kyoiku Kenkyu-bu*, English)” in red on the front of the envelope. For applicants sending their application materials from abroad, any mailing method used to send your materials will be accepted. However, it is highly recommended that you choose sending methods that will notify you upon delivery as the Department will not be confirming reception of materials.

Application deadline: All applications must be received by May 13, 2024.

In addition to sending your application by mail, please prepare PDF files for six of the above seven application document groups (i), (ii), (iii), (v), (vi) and (vii), and email these six PDF files to [eigo\\_jinji@komazawa-u.ac.jp](mailto:eigo_jinji@komazawa-u.ac.jp) by the above deadline.

8. Selection process and notification of result:

After screening the applications, short-listed candidates will be invited to appear before the Department to present a demonstration lesson and be interviewed in both Japanese and English. This interview will be conducted in the middle of July, 2024.

Note: After receipt of initial application materials, requests may follow for additional items such as letters of recommendation.

9. Contact details:

For any queries regarding this application process, please e-mail:

[eigo\\_jinji@komazawa-u.ac.jp](mailto:eigo_jinji@komazawa-u.ac.jp)

Note: Any queries regarding the selection process will not be entertained.

10. Additional information:

- (i) Incomplete applications will not be processed.
- (ii) Generally, submitted documents will not be returned. If you wish to have your documents returned, please enclose a self-addressed ‘Letter Pack’, or envelope with sufficient postage stamps affixed.
- (iii) Application documents and personal information provided will be used for the sole purpose of this recruitment process.