

National University Corporation Tohoku University
Institute for Excellence in Higher Education
Call for Applicants

To whom it may concern:

The Institute for Excellence in Higher Education, Center for Culture and Language Education at TOHOKU UNIVERSITY, is currently seeking candidates to teach English courses as outlined below. Kindly inform the officials at your institute about our candidate search information.

1. Affiliation: Institute for Excellence in Higher Education, Center for Culture and Language Education
2. Number of Vacancies and Job Title: One, Associate professor
3. Research Field: English language education and its related disciplines
4. Responsibilities: The successful candidate will actively participate in promoting English language education reform, leading the English language teaching staff in the Center for Culture and Language Education, and teaching English courses. They will also be involved in:
 - (1) Research on and practice of English language education at the university level
 - (2) Research, development, evaluation, and improvement of English education programs
 - (3) Additional work at the Center for Culture and Language Education and the Institute for Excellence in Higher Education
5. Required Qualifications and Conditions:
 - (1) Ph.D. or its equivalent in English education or a related field, or equivalent qualifications
 - (2) Extensive experience in teaching English language at a university level
 - (3) Other:
 - a) Candidates must have necessary educational experience and research achievements for carrying out the responsibilities described above and also have the enthusiasm and ability to take a leadership role in English language education reform.
 - b) Ability to teach all levels of classes based on proficiency, and in principle available to teach during any time slot.
 - c) High-level proficiency in Japanese is required, regardless of the applicant's country of origin. (Please submit a copy of the score certificate for the Japanese Language Proficiency Test or other equivalent qualifications.)

6. Term of Employment: None

7. Starting Date: April 1, 2025, or the earliest possible date

8. Salary and Benefits:

- (1) Salary: to be determined in accordance with Tohoku University's employment regulations. Allowances for transport, housing, and dependents may be provided depending on circumstances.
- (2) Employment status: Full Time
- (3) Term of office: Tenured
- (4) Working hours: The discretionary labor system for professional work applies.
Flexible working schedule: The standard working hours are 8:30 to 17:15, but the actual working hours are at the discretion of each employee.
- (5) Holidays: Saturdays, Sundays, National Holidays, New Year's Holidays (Dec. 29 - Jan. 3)
- (6) Insurance: Admission into the MEXT Mutual Aid Association; provision of unemployment insurance and worker's accident insurance

9. Application Materials:

- (1) Curriculum Vitae (with a photograph attached) (University's format)
The form can be downloaded from the website:
https://c.bureau.tohoku.ac.jp/jinji-top/external/resume_cv/
- (2) List of your research (books, research papers, presentations, etc.) and educational achievements (the subjects you taught, the number of hours taught for each subject, the levels that were taught, etc.)
- (3) Reprints of three major research papers selected from the list (2) above (with summaries of the papers, around 300 letters in Japanese or around 200 words in English for each paper)
- (4) Summary of your past educational and research achievements (around 2,000 letters in Japanese or around 1,500 words in English)
- (5) Written statement of your aspirations for teaching English language at Tohoku University (around 2,000 letters in Japanese or around 1,500 words in English)
- (6) One letter of recommendation
- (7) The name, affiliation, and contact information of an additional individual who can provide insight into your qualifications, separate from the recommender mentioned in item (6).
- (8) If Japanese is not your first language, please submit a copy of your score certificate from the Japanese Language Proficiency Test (JLPT) or an equivalent exam.

10. Application Deadline:

The application materials must be received by 23:59 (JST) on December 12 (Thursday), 2024

11. Selection Method: Shortlisted candidates will be invited for interviews at Tohoku University, and they will be responsible for their own travel expenses. Overseas candidates may opt for online interviews.

12. Contact Details:

1) For queries about the positions, please contact Prof. Shizuka Sakurai, Institute for Excellence in Higher Education, Center for Culture and Language Education.

E-mail: shizuka.sakurai.c4*tohoku.ac.jp

(Replace * with @ in the e-mail address above when e-mailing)

2) Application Materials Addressee:

c/o Educational Affairs Section in Education and Student Services Division, Tohoku University, 41 Kawauchi, Aoba-ku, Sendai City Miyagi Prefecture 980-8576, Japan

Tel: 022-795-7537

E-mail: iehe-kobo*grp.tohoku.ac.jp

(Replace * with @ in the e-mail address above when e-mailing)

13. Application Method:

- By e-mail: iehe-kobo*grp.tohoku.ac.jp

(Replace * with @ in the e-mail address above when sending the materials by e-mail)

- Applicants must submit the listed materials in PDF format, protected by a password.
- The password must be provided by a separate e-mail.
- Indicate “CLC2024-E3” in the subject field.
- Please make sure to check the confirmation of receipt. If you do not receive the confirmation within two business days (excluding weekends, holidays, and other non-working days) after the submission date, be sure to call and confirm whether your application documents have been received.
- Recommendation letters must be sent directly to the designated email address by the recommender, separately from the other application materials.
- Submitted materials will not be returned.

14. Additional Information:

- Tohoku University promotes activities to increase Diversity, Equity, and Inclusion (DEI) and encourages people of varied talents from all backgrounds to apply for positions at the university.

Tohoku University's website about the DEI Declaration is here:

<http://tumug.tohoku.ac.jp/dei/>

- Pursuant to Article 8 of the Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment, Tohoku University shall, as a measure for increasing the presence of women among the academic staff, prioritize the hiring of women deemed qualified for each job opening, based on impartial evaluation.

- Tohoku University has published 'Tohoku University-Live as Who You Are-Guidelines for Gender and Sexual Diversity' to provide explanations and details of how those at the university should respond with respect to diverse sexuality. The purpose of the guidelines is to create an environment in which all students, faculty, and staff respect diverse sexuality in their academic, research, and professional activities. Please see the Tohoku University Center for Gender Equality Promotion website:
<https://dei.tohoku.ac.jp/vision/about/>
- Tohoku University has the largest on-campus childcare system of all Japanese national universities. This network comprises three nurseries: Kawauchi Keyaki Nursery school (capacity: 22) and Aobayama Midori Nursery school (116), both open to all university employees, as well as Hoshinoko Nursery school (120), which is open to employees working at Tohoku University Hospital. In addition, Tohoku University Hospital runs a childcare room for mildly ill and convalescent children which is available to all university employees.
- See the following website for information on these and other programs that Tohoku University runs to assist work-life balance, to support researchers, and to advance gender equality, including measures to promote childcare leave among male employees.
Tohoku University Center for Gender Equality Promotion website:
https://dei.tohoku.ac.jp/vision/consulting/for_family/
Human Resources and Planning Department website:
<https://c.bureau.tohoku.ac.jp/jinji-top/external/a-4-kosodate/>