

April 21, 2021  
President SASAKI Yasuko  
Ochanomizu University  
2-1-1 Otsuka, Bunkyo-ku,  
Tokyo 112-8610, JAPAN

## Job Opening for Associate Professor (English Language Education, TESOL)

To whom it may concern:

Ochanomizu University, a National University Corporation in Japan, is aiming, as a women's university, to foster women leaders who will be capable of achieving deep insights and making sound judgments in an age when there are great expectations for women's contribution to society in a globalizing world. We invite applications for a full-time, tenured Associate Professor in the field of English Language Education with the requirements below.

Please announce widely this job opening notice to people affiliated and related to your university or organization, and recommend appropriate candidates.

Contents of the job and how to apply:

1. Number and title of position (Job Status)  
One position of Associate Professorship (Full-time, tenured position under an annual salary scheme).
2. Affiliation:  
Humanities Division, Faculty of Core Research, Ochanomizu University.
3. Workplace:  
Ochanomizu University  
2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN  
Nearest station: Myogadani Station of Marunouchi subway line, or Gokokuji Station of Yurakucho subway line. Seven minutes' walk from each station.
4. Research and teaching fields:  
English Language Education, TESOL

5. Examples of main classes:

(Graduate courses) Methodology of Teaching English as a Second Language, Seminar in the Methodology of Teaching English as a Second Language, etc.

(Undergraduate courses)

(English Department courses) English Conversation, English Composition, English and American Studies, Research in Second Language Teaching, etc.

(General courses) Core English Program and General English classes such as Intermediate English and Advanced English, and Liberal Arts classes.

6. Major jobs other than classes:

(1) Education, research and social contribution in the field of English Language Education.

(2) Administrative duties with the university.

7. Qualifications:

(1) A Ph.D. degree, or expected by March 31, 2022.

(2) English should be the applicant's first language.

(3) Ability to teach and provide/assist supervision at graduate level.

(4) Ability to advise Japanese staff and supervise students who will engage in international interactions.

(5) Substantial experience and record of teaching and research in related fields.

(6) Understanding of "Liberal Arts" education and ability to practice it.

(7) Basic Japanese ability to fulfill administrative duties.

8. Terms of employment:

The period of employment should start at the earliest possible date after April 1, 2022.

9. Working hours:

Basically 7 hours and 45 minutes per day from Monday to Friday based on specialized-type discretionary labor system (outside of designated times for classes and other jobs, hours could be flexible).

10. Holidays and vacations:

Based on Ochanomizu University Working Hours and Holidays Regulations.

Holidays: Saturdays, Sundays, national holidays, and New Year's (from December 29 to January 3). The successful applicant may have to work on some of the above holidays for business reasons.

Vacations: Annual paid vacations, sick leave, and special leave are provided.

11. Salary:

Annual salary scheme. (The amount is decided according to the successful applicant's experience, achievements, etc., and one-twelfth of the amount is paid monthly.)

Social insurance contribution, tax and benefits are all included in the salary.

12. Allowances:

Commuting allowance, extraordinary services allowance, allowance for entrance examination-related work, and overtime allowance are provided according to Article 6 of Employment Regulations for Teachers on Annual Salary Scheme Based on Article 4.4 of Ochanomizu University Employment Regulations.

(Commuting allowance is not paid if commuting distance is less than 2 km. If employment starts in the middle of a month, commuting allowance will start from the following month.)

13. Retirement allowance:

Provided.

14. Insurance:

The successful applicant is required to take out workers' accident compensation insurance, employment insurance and health insurance of the Ministry of Education, Culture, Sports, Science and Technology.

15. Employer:

President of Ochanomizu University, National University Corporation, Japan

16. Measures for the prevention of passive smoking:

Smoke-free campus.

17. Documents to be submitted:

(1) Signed Curriculum Vitae (including the day, month and year of birth, education, employment and award records with month/year, the name of academic society, postal and e-mail addresses and a full-face photograph).

(2) List of research achievements, which should be grouped according to the types of publication, e.g. books, articles (please mark each paper "with referees" or "without referees"), invited talks, conference papers (please mark "invited", "oral presentation" or "poster presentation"), and other publications. On the last page of the list, state "I affirm the above to be true and correct in every respect" and add signature.

(3) Copies of major publications (up to five articles or books; offprints and

photocopies are accepted). These major works should be marked in the list of research achievements above.

- (4) Individual goals and reasons for applying to be an Associate Professor at a women's university, and for fostering women leaders in a globalizing world. (Approximately 500 words in English or 1,000 letters in Japanese.)
- (5) Thoughts on "Liberal Arts" education and on teaching specialist subjects at Ochanomizu University and description of your previous teaching achievements. (Approximately 1,000 words in English or 2,000 letters in Japanese.)
- (6) Description of previous research achievements and plans after being employed. (Approximately 1,000 words in English.)
- (7) List of grants and scholarships previously acquired.
- (8) Photocopy of Ph.D. diploma, or of certificates which are relevant to this application.
- (9) The name, position, institution and contact details of two referees.
- (10) Two letters of reference or recommendation from the referees above (in Japanese or in English). (The letters should be sent directly to Ochanomizu University.)

N.B. Use A4 sized sheets for the above documents except for (3), (8) and (10).

#### 18. Selection procedure:

1<sup>st</sup> selection: Based on the submitted documents.

2<sup>nd</sup> selection: Based on an interview (tentatively scheduled in August, 2021).

The date and time of the interview will be conveyed to the applicants who pass the 1<sup>st</sup> selection. The selected applicants will have their interview at Ochanomizu University in Tokyo. We do not cover travel expenses for the interview.

The final decisions will be sent by postal mail to each applicant.

#### 19. Deadline to submit the application:

Monday, July 5, 2021, at 16:00 JST.

#### 20. Method of Submission

The application should be sent via e-mail as an attachment file. Put all the documents (except for the letters of recommendation) into one PDF file and attach it to your e-mail. The subject of your e-mail should be: 「英語教育学分野教員応募」 or "Application to English Language Education Position." The file-size should not be bigger than 25MB. The PDF file should be password protected and the applicants

should notify the password in a separate e-mail message.

For letters of recommendation, the referees should send the signed letter as a PDF file and send it directly to Ochanomizu University electronically by the deadline for the application. The subject name should be “Reference: (Applicant’s) FULL NAME” and the file should be password protected. The password should be notified in a separate e-mail message.

Copies of major publications can be sent by post to Ochanomizu University if their file size is too big to be sent electronically. They should be sent by registered mail. (Alternatively, home-delivery service may also be used.) On the envelope, write 「英語教育学分野教員応募書類在中」 or “English Language Education Position Application Enclosed” in red.

21. Address for the submission:

Faculty Support, Academic Affairs Division, Ochanomizu University

E-mail : faculty-jinbun@cc.ocha.ac.jp

Please notify us if you do not receive a reply from us within three working days after submission.

Postal Address: President SASAKI Yasuko

Ochanomizu University

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN

22. Contact person:

TAKAKUWA Haruko, Ph.D.

Humanities Division, Faculty of Core Research, Ochanomizu University

Tel/Fax : +81-3-5978-5230      E-mail : takakuwa.haruko@ocha.ac.jp

Inquiries should be made in principle by e-mail.

[Important Notes for sending the application]

The application documents are used solely for this purpose and will not be provided to a third party without justification. The documents will be discarded after the selection on the university’s responsibility.

The applicant should enclose a stamped and self-addressed envelope if he/she wishes the copies of major publications sent by post to be returned.

Ochanomizu University is certified as a general employer that meets the criteria

based on Article 13 of the Act to Advance Measures to Support Next-Generation Child-Rearing by Minister of Health, Labor and Welfare and received the certification logo known as “Kurumin”.



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