

To whom it may concern:

The Faculty of Education, University of Miyazaki invites applications for the following “full-time, non-tenured (limited-term contract) position” being offered to native speakers of English.

1. Job Title and Number of Position: Specially Appointed Associate Professor or Lecturer, 1

2. Department: English Education

3. Field of Specialty: TESL/TEFL (Teaching English as a Second/Foreign Language) or a related field.

4. Classes & Hours:

- (a) Course Major Subjects: English Listening I & II, Critical Thinking in Reading and Writing II, English Speaking I-IV, English Communication, English Presentation, Cross-Cultural Understanding
- (b) Basic Education Subjects: English, Project-Based English
- (c) Up to 16 courses (90-minute each course) through one academic year, including (a) and (b) above.

5. Necessary Qualifications:

- (a) Native speaker of English who has an MA or qualifications equivalent to an MA or a higher degree (PhD preferred) in TESL/TEFL or a related field.
- (b) Ability to communicate (speak and read) in Japanese for daily on-campus duties is preferred.
- (c) Either having experience of teaching English writing or having some publications in this field is preferred.

6. Content of Job Information:

- (a) Instruction of the subjects above
- (b) Education in relation to the subjects above
- (c) Tasks which Department of English Education needs

7. Term of Employment: From April 1, 2024 until March 31, 2027

(This is a three-year contract; only one-time renewal of two years is possible with the permission from the president of the university, i.e. maximum is five years' employment; the age of retirement is 65 years old and when the employee reaches the retirement age during the term of the employment, the employment agreement aforementioned will be terminated on March 31 of the same academic year.)

8. Compensation:

- (a) Working hours: According to the Employment Regulations of University of Miyazaki and other official regulations.
*The discretionary labor system is applied.
*De facto working hours: 7 hours and 45 minutes per day.
- (b) Holidays: Saturdays and Sundays, National holidays, Summer and New Years' holidays based on the university's regulation
- (c) Salary: 220,100 yen to 427,000 yen per month (based on the university's regulation.)
- (d) Insurance: Health Insurance, Employment Insurance, Workers Accident Compensation Insurance, and so on.
- (e) Probationary period: Six months

9. Starting Date: April 1, 2024

10. Application Materials to be Submitted (either in English or in Japanese):

- (a) Curriculum Vitae (with photo attached [taken within three months], and with academic background of high school and higher institutions)
- (b) Copies of diplomas or graduation certificates from the colleges and/or universities listed on the Curriculum Vitae
- (c) Full list of your research achievements, including the following:
 - 1. Publications (books, academic publications [Put * before the refereed ones], other publications)
 - 2. Presentations given to academic societies
- (d) Copies (photocopies acceptable) of no more than 5 publications listed in 10 (c) 1 above
- (e) List of your educational achievements
*educational activities, social activities, academic society membership, membership of the board of an academic society
- (f) An essay outlining your general ideas and specific plans regarding English education in both a teacher training and a general education program at a Japanese university (one or two sheets of an A4 paper)
- (g) A CD-ROM or a USB memory stick containing 10(a)(c)(e)(f) above in electronic format, together with hard copies (printed version)
- (h) Either 1) two letters of reference or 2) names, affiliations, relations, contact information (including an e-mail address) of two references (in English or Japanese)

11. Application Forms: These may be downloaded from the homepage of Faculty of Education, University of Miyazaki.

(<http://www.miyazaki-u.ac.jp/edu/community/post.html>)

12. Privacy: Your private information in documents you submit will be used only for the purpose of screening and will be appropriately treated according to the Private Information Protection Law. Also, submitted documents will not be returned.
13. Application Deadline: July 28, 2023 (Application materials have to arrive by this date.)
14. Application Address: Applications should be sent by registered mail, and should have “English Teacher Application” marked in red on the front of the envelope. Send applications to the following address:
- Dean of the Faculty of Education
University of Miyazaki
Gakuen Kibana-dai Nishi 1-1
Miyazaki-shi 889-2192
15. Selection Process:
- (a) First screening: all application documents will be carefully reviewed.
Second screening: the short-listed candidates will be interviewed during the second screening. Applicants who pass the first screening will be invited to attend an interview and to give a lecture demonstration, on the Kibana Campus at University of Miyazaki, Miyazaki (or via online meeting if they reside outside of Japan when the interview takes place). Those invited for an interview will be required to bear their own travel expense.
 - (b) As part of our university’s policy for promoting greater workplace participation by women, in the event that a male and a female candidate are found to be otherwise equally qualified for the position, priority will be given to hiring the female candidate.
16. Contact Information:
- Prof. Hiroshi IZAKI
Department of English Education
Faculty of Education
University of Miyazaki
e-mail: izaki77@cc.miyazaki-u.ac.jp