

English Linguistics

1. Job title

Associate Professor or Lecturer

2. Affiliation

Graduate School of Global Studies

3. Place of Work

(Immediately after hiring) Tokyo University of Foreign Studies, 3-11-1 Asahi-cho,
Fuchu-shi, Tokyo

(Scope of changes) No changes

4. Teaching responsibilities

- (1) Graduate level courses including classes in Language and Culture Studies in the Master's Program in Global Studies of the Graduate School of Global Studies
 - The graduate school faculty council will examine and determine whether the candidate will be in charge of doctoral courses.
- (2) Undergraduate level courses including:
 - Classes in the Global Liberal Arts Program (English Major Language Classes, English Minor Language Classes, etc.)
 - Classes in the Core Seminar Program of the School of Language and Culture Studies (Introductory Classes, Survey Classes, Major Classes (including teacher-training subjects), etc.)
 - Other classes as may be required depending on the academic year or on the need for participating in a lecture series

5. Research fields

English Linguistics (Phonetics and Phonology)

6. Qualifications

Prospective applicants are expected to possess a high level of capability in teaching and in guiding students' research in the applicants' areas of specialization, as well as to meet all of the following requirements at the time of the submission of application documents:

- (1) have a doctoral degree (or an equivalent degree conferred in any country), or equivalent academic achievement;
- (2) capable of teaching English phonetics;
- (3) possess academic achievements in English phonetics and/or phonology, or have academic publications on English speech sounds in related areas such as English varieties, conversational analysis, and sociolinguistics;
- (4) have a high level of proficiency in the English language and in conducting lectures in English;
- (5) capable of performing University responsibilities in the Japanese language (Japanese citizenship is not a requirement);
- (6) eager to contribute to English language education and to be involved in all duties related to improving the English language abilities of University students;
- (7) engage actively in educational and other University activities in accordance with the University's mission, grand design, and specific policies.

7. Scheduled employment date

April 1st 2025

8. Term of office

Full-time (Tenured)

9. Treatment

(1) Salary

Annual salary system (the annual salary is based on work experience, performance, and other factors, and the annual salary divided by twelve months is paid monthly). Tax and co-payment of social insurance premiums (employment insurance premiums and mutual aid association premiums) shall be deducted.

(2) Work style

Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week, 7 hours 45 minutes per day)

(3) Holidays and leave

In accordance with the Employee Working Hours and Leave Regulations of Tokyo University of Foreign Studies.

Holidays: As a general rule, Saturdays, Sundays, national holidays, and the year-end and New Year holidays (from December 29th to January 3rd). However, you may be required to work on some of the aforementioned holidays designated as working days for operational reasons.

Leave: Annual paid leave, sick leave, special leave

(4) Social insurance

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employees' Pension Insurance, employment insurance, and workers' compensation insurance.

(5) Trial period

Yes (6 months)

(6) Retirement allowance

Yes

10. Application documents

(1) A Curriculum Vitae (using the form "Curriculum Vitae" designated by the University.)

(2) A list of academic publications/presentations (using the form "List of academic publications/presentations" designated by the University)

(3) Three major academic publications

- Single-authored or first-authored publications only

- If you have a doctoral degree, please be sure to include your doctoral dissertation (or a publication based on the doctoral dissertation).

- Please include at least one publication written in English.

- The submission of additional documents may be requested during the selection process.

(4) Abstracts of three major academic publications (about one page each, using the form "Abstracts of academic publications" designated by the University)

- Please describe each of the three major publications mentioned in (3) above (in 800 letters in Japanese or about 300 words in English).

(5) A summary of previous teaching experience and research achievements and a statement of future teaching and research plans (two pages or less, using the form "A summary of previous teaching experience and research achievements and a statement

- of future teaching and research plans” designated by the University)
- (6) Your resolutions for engaging in teaching, research, and duties of the University (in any form on A4-sized paper, horizontal writing, about 1,000 letters in Japanese or about 400 words in English)
 - (7) Application form (using the form “Application Form” designated by the University)
 - (8) Names, affiliations, job titles, and email addresses of two persons that can be referred to during the selection process (other than stakeholders of the University)

Please be sure to follow the instructions below:

- (1) Please download and fill in the application documents designated by the University from the following website.
<http://www.tufs.ac.jp/other/recruit.html>
- (2) Please prepare all the documents listed above and compile them into a single PDF file in the order of (1), (2), (4), (5), (6), (7), and (8). Name the file "xx XX (Call for applications for the faculty position in English Linguistics).pdf." Replace “xx XX” with the applicant’s full name.
- (3) As for the major research achievements, the amount of data is expected to be large, so please convert each research achievement into PDF data and upload it with the file name as shown in the example below.
"xx XX Major academic publications 1.pdf."
"xx XX Major academic publications 2.pdf."
"xx XX Major academic publications 3.pdf."

Please replace “xx XX” with the applicant’s full name at the beginning of each file name.

11. Application deadline

The deadline for entry is Friday, May 17th, 2024, at 5pm (Japan Time).

The deadline for uploading the application documents is Friday, May 24th, 2024 at 5pm (Japan Time).

12. Application method

- (1) Please send an entry email to 34ee@tufs.ac.jp with the applicant’s email address written in it. The subject of the email should be "Entry (English Linguistics)."
Entry deadline: Friday, May 17th, 2024 at 5pm (Japan Time)
- (2) After receiving the entry email, the University will send a message to the applicant's email address stating the URL to upload the application documents.
*If you are not notified of the URL for uploading within two days (excluding Saturdays, Sundays, and national holidays) after sending the entry email, please contact 34ee@tufs.ac.jp.
- (3) Please upload the application documents in PDF format to the designated URL.
Deadline for uploading the application documents: Friday, May 24th, 2024 at 5pm (Japan Time)
*After uploading, the University will send you an email to confirm receipt. If you do not receive a confirmation email within two days (excluding Saturdays, Sundays, and national holidays) after uploading, please contact 34ee@tufs.ac.jp.

13. Selection method

- 1) Selection will be carried out through document review and interviews.
- 2) Shortlisted candidates who pass the document review will be invited to an interview.
Travel and related expenses shall be borne by the candidates. For those living overseas,

- the interview may be conducted using an internet-based video calling system.
- 3) The interview includes a teaching demonstration. Shortlisted candidates are required to submit a syllabus and teaching materials in advance of the interview.
 - 4) The interview with shortlisted candidates will be held in late June.
 - 5) The final candidate will be invited to an interview by the University Executive Board around late September.

14. Contact information

Hiroshi Sano, Professor and Vice Dean, Language and Culture Studies Course, Institute of Global Studies, Tokyo University of Foreign Studies

E-mail: 34ee@tufs.ac.jp

For inquiries, please send an email to the above address in Japanese.

15. Miscellaneous

- (1) Please check the website for the outline of the university.
<http://www.tufs.ac.jp/>
- (2) The personal information contained in the application documents will not be used for purposes other than this selection process.
- (3) If there is a good reason, consideration may be given with regards to the timing of starting the position.
- (4) The University promotes gender equality.
- (5) Measures to prevent passive smoking: Smoking is prohibited on the premises (outdoor smoking areas available)