

成城大学文芸学部英文学科専任教員（教授・准教授・専任講師）の公募

Full-time Faculty Position (Professor, Associate Professor, or Lecturer) Available

業務内容 Job description

[募集の背景、プロジェクトの説] Faculty recruitment information

The Department of English at Seijo University is seeking to recruit a full-time faculty member in an English-related field at the professor, associate professor, or lecturer level.

[仕事内容・職務内容] Teaching and work responsibilities

Courses to be taught: for the academic year starting April 2027, the new faculty member will teach at least 5 classes each semester. The courses to be taught include English language courses for Faculty of Arts and Literature students as well as specialized English courses for English majors.

Work responsibilities: coordination and management of Faculty of Arts and Literature English language courses and instructors; curricular research and development; student advising; entrance examination-related duties; committee work as requested by the chair of the department or the dean; participation in meetings.

[配属部署] Assigned department

Department of English, Faculty of Arts and Literature

職種 Job level

Professor level

Associate Professor level

Lecturer level

研究分野 Research fields

Humanities & Social Sciences—Foreign Language Education

Humanities & Social Sciences—English Literature and literature in the English language

Humanities & Social Sciences—English linguistics

Humanities & Social Sciences—Educational technology

Others—Area studies, Gender studies, Japan studies, Translation studies, Applied linguistics / TESOL, Intercultural communication in English

給与 Salary [Common to all Job Types]

Lecturer level: from 5 million yen

Associate Professor level: from 6 million yen

Professor level: from 7 million yen

Note: These are the minimum salaries for each level. Salaries are determined by factors such as years of teaching experience.

勤務時間 Working hours [Common to all Job Types]

9:00-17:50

Note: The hours listed above are the hours in which courses are taught. Working hours may vary, depending on the teaching schedule and other work duties.

募集要項 Application guidelines

応募資格 Application qualifications

[応募に必要な学歴・学位] Education and degrees required

A master's degree or higher in an English-related field is required. A Ph.D. is preferred.

[業務における経験] Work experience

Teaching experience at the university level is required.

[特定分野の公的資格など] Other qualifications

Native English-level proficiency is required.

Sufficient Japanese proficiency (Japanese-Language Proficiency Test [JLPT] N1 or higher) to perform administrative duties in Japanese is required since meetings related to faculty and university operations, such as faculty meetings, are conducted in Japanese.

雇用形態 Employment type

[Common to all Job Types]

Regular employee

契約期間 Contract period

[Common to all Job Types]

Tenured

No probation period

勤務地 Work location

Department of English, Faculty of Arts and Literature, Seijo University

6-1-20 Seijo, Setagayaku, Tokyo 157-8511

待遇 Benefits

Pay increase system: available

Bonus: available

Retirement allowances: available

Transportation expenses: available

Retirement age: available (65)

Employees' Health Insurance: available

Employees' Pension Insurance: available

Worker's accident insurance: available

Employment insurance: available

採用人数 Number of persons to be hired

1 person

Hiring date: 2027/04/01

Starting date: 2027/04/01

募集期間 Application period

2026/04/01-2026/05/31 Deadline for receipt

応募方法 Online application procedure (JREC-IN)

<https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D126031771>

Submit application materials as PDF documents using the JREC-IN Portal online submission function.

[応募書類] Online application materials

CV (履歴書) : use the form provided and fill it out in Japanese.

List of Achievements (業績表) : follow the instructions provided (業績表記載要領) and submit your List of Achievements in Japanese. Add whether your academic articles have been refereed or not and mark your major publications (up to 3 publications) with an asterisk (*) at the beginning of the entry. Include the DOI (Digital Object Identifier) or URL when applicable.

Other Online Application Forms

1. Research History (研究歴一覧) : use the form provided and fill it out in Japanese.

2. Major publications (up to a total of 3 from the categories below)

A. Books

For single-authored books, submit the whole book. For books in collaboration with others, submit your sections and the copyright page.

B. Academic articles

C. Doctoral dissertation/thesis or a draft if you are in the process of finishing your degree (if applicable)

3. English Communication IIIa course syllabus

Design a syllabus for English Communication IIIa. Students in years 2-4 can take this semester-long class which is required for students who wish to earn a teaching certificate. It meets 15 times for 90 minutes each. Students earn 1 credit.

4. Research overview

Provide an overview of your research so far and how you plan to develop it in the near future in 700-1000 words.

5. Teaching philosophy

Introduce your teaching philosophy and suggest what kind of English language program might suit the Faculty of Arts and Literature at Seijo in 700-1000 words.

6. A photocopy of your highest English-related academic diploma

7. References

Supply the names, affiliations, and email addresses of two people who will serve as references for you. We may contact them during the recruitment process.

If you are unable to upload materials due to file size, you may submit part of your application by mail and upload the rest of your materials. If you do so, submit a PDF list of what you sent by mail. If you wish to submit a book but do not have a PDF of it, send it by mail.

[応募書類の返却] Further information about submitted application materials

We will dispose of all application documents responsibly. As a rule, we do not return application materials. If you wish to have your book(s) returned, include a self-addressed parcel delivery service payment-on-delivery slip or a self-addressed Japan Post Letter Pack envelope.

[その他の郵送書類、説明] Mailing materials

If you are mailing some materials to us, please use registered mail or a parcel delivery service and send your materials to the following address:

Makoto Kinoshita, Dean
Faculty of Arts and Literature
Seijo University
6-1-20 Seijo, Setagayaku, Tokyo 157-8511

Mark in red on the front of your parcel/envelope: “Application materials for full-time position.”

選考・結果通知

[選考内容] Recruitment process

The search committee will read the applications and select finalists for the position who will be invited for interviews in July. The finalists will be asked to prepare a mock lesson in addition to their interview. Details about the interview and the mock lesson will be sent to finalists about two weeks before the interview dates.

Please note that finalists must cover their own travel expenses (transportation, hotel).

[結果通知方法] Result notification

We will let the finalists know the results as soon as possible.

Inquiries

Nanoka Hayashi, chair
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Email: englishdept(at)seijo.ac.jp

※ For (at), use @ before sending email.