

JOB ANNOUNCEMENT

The Center for Education of Global Communication (CEGLOC) at the University of Tsukuba is seeking applications for the post of Assistant Professor.

1. Position

Full-time non-tenured assistant professor (助教)

2. Term of Employment

3 years, plus 2 additional years based on a renewal assessment (non-tenure track)

- * For candidates with previous employment history at the University of Tsukuba (e.g. teaching part-time), the term may be shortened in accordance with the regulations of the university.

3. Start of Employment

April 1, 2021

- * The annual salary system (年俸制) is applied. A commutation allowance is available in addition.
- * Salary is based on age, qualifications, and experience, as per university policy.

4. Field of Study

Teaching French as a Foreign/Second Language, or related areas

5. Responsibilities

- (1) Six 75-minute French classes per week. (They are mainly aimed at developing students' academic and practical French abilities.)
- (2) Administrative tasks for CEGLOC and the University. (Overseas language training, entrance examination, etc.)

6. Qualifications

- (1) Doctoral degree, or the prospect of obtaining a doctoral degree prior to employment
- (2) Native or near-native speaker of French language
- (3) Experience in teaching French as a second/foreign language at the college level or equivalent
- (4) Having research publications in English or in French
- (5) Working level of proficiency in Japanese (desirable)

7. Documents for application

- (1) Curriculum Vitae (Form 3, downloadable), including a detailed description of the applicant's educational background, academic and other professional activities, date of birth, home and office addresses, telephone numbers, and email address
- (2) List of three to five main publications (books and/or papers) within the last five years

(Form 4, downloadable)

(3) List of teaching experience within the last three years (Form 5, downloadable)

(4) Essay on teaching and research plans at the University of Tsukuba (Form 6, downloadable)

*Using forms 3-6 is not obligatory but preferable. The forms (Japanese version only) are available at <http://www.cegloc.tsukuba.ac.jp/page/dir000580.html>.

They can be filled out in English.

(5) A copy or photocopy of the three to five main publications listed in (2)

(6) Abstracts for each of the main publications listed in (2) (800 characters in Japanese or 400 words in English or French)

(7) List of all publications and presentations (Put a checkmark on the three to five main publications listed in (2). If the applicant has received grants, awards, or other types of external research funding, please be sure to add information about it.)

(8) Cover letter with the applicant's email address and telephone number

(9) Contact information of two references (name, affiliation, email address, telephone number, etc.)

8. Deadline for application

November 16 (Mon.), 2020 (Japan time)

* Short-listed candidates will be invited for an interview that may include micro-teaching. Travel expenses will not be reimbursed. (Interviews for applicants living abroad will be conducted in a different way.)

9. Address to submit the application documents

Director of the Center for Education of Global Communication,
University of Tsukuba

Tenno-Dai 1-1-1, Tsukuba, Ibaraki 305-8577, Japan

*Write in red “フランス語担当教員応募書類在中” / “Furansugo Tantou Kyoin Obo Shorui Zaichuu” on the package, and send it by registered mail (書留).

*Submitted materials are not returned unless a self-addressed stamped envelope with your application is enclosed.

10. For further information, contact:

CEGLOC Office, University of Tsukuba

Tel: +81 (0)29-853-2420; Fax: +81 (0)29-853-6616, or

Email: Prof. MASUO, Hiromi (Graduate School of Humanities and Social Sciences)

<masuo.hiromi.fm#@#u.tsukuba.ac.jp> (delete the hash tags)