

**Announcement of Faculty Position
Institute of Liberal Arts and Science,
Kanazawa University**

The Institute of Liberal Arts and Science, Kanazawa University invites applications for a tenured faculty position or a tenure-track faculty position.

1. **Open Position:** One associate professor, one senior lecturer, or one tenure-track assistant professor with a five-year contract

2. **Affiliation:** Faculty of Foreign Language Studies at the Institute of Liberal Arts and Science

3. **Main Duties:**

- 1) Teaching English language classes in the liberal arts curriculum (20 classes in quarter per year at minimum)
- 2) Designing/planning and coordinating English language classes in the liberal arts curriculum
- 3) Doing research on foreign language education and developing English language courses in the liberal arts curriculum
- 4) Taking part in administrative work and institutional projects
- 5) Engaging as a class advisor for students at the School of General Education and Introductory classes (Approximately once in every 3 or 4 years)
- 6) Undertaking such other duties as the head of the institute may deem necessary

4. **Academic Fields:** English education, English linguistics, English literature or other related fields

(The Faculty of Foreign Language Studies has established a collaborative research group working on “Curriculum Development for English for Academic Purposes Courses and Liaison with Departmental EMI Courses” to which the successful candidate will be assigned.)

5. **Status of employment**

- 1) Associate professor, or senior lecturer: full-time, tenured
- 2) Tenure-track assistant professor: full-time, non-tenured
(For further details on tenure-track position, see Additional Information below.)

6. **Qualifications:**

- 1) Applicants should have a doctoral degree in the fields mentioned in 4.
Candidates who will have successfully completed all the requirements of a doctoral program at the time of employment are eligible to apply.
- 2) Applicants should have teaching experience at university level and confident ability to teach in English.
- 3) Applicants should have interests and abilities in the areas of foreign language education that relate to English for Academic Purposes and preparation for English standardized tests, such as TOEIC and TOEFL, as well as a cooperative attitude towards collaboration with other faculty and staff in the organization.
- 4) Applicants, if non-native speakers of Japanese, should have sufficient proficiency in Japanese to communicate in daily business and take part in administrative work and institutional projects, including the work related to class advisorship.

7. **Start of Employment:** from October 1, 2020

8. **Application Documents:**

- 1) Curriculum vitae, including the following (Use Form 1):

- a) Educational background from high school to highest degree achieved, including the year and month of the start and end of education
 - b) Employment history, including the year and month of the start and end of employment
 - c) The names and locations of institutions and periods of time regarding experience in English education, including any experience in studying overseas
 - d) The scores and date of any English standardized tests, or results from standardized tests of other languages if applicable
- 2) List of educational and research achievements including details of any competitive research funds the applicant has so far received (Use Form 2)
 - 3) One major research achievement, such as a book, published paper, etc. and its summary/abstract
* Candidates may be asked to submit additional materials.
 - 4) A description of the applicant's research interests and achievements, including future research plan at Kanazawa University (1 page of A4 size paper)
 - 5) An essay on the applicant's experiences in English language education and future aspirations at Kanazawa University (1 page of A4 size paper)
 - 6) Two reference persons' contact details, including their names, affiliations, official positions, contact addresses, phone numbers, and email addresses

9. Application Deadline: April 30, 2020

Application documents must arrive no later than April 30, 2020. Please send all the documents by registered mail to:

SAWADA, Shigeyasu
 Director of the Faculty of Foreign Language Studies, Institute of Liberal Arts and Science at
 Kanazawa University
 Kakuma-machi, Kanazawa, Ishikawa, 920-1192, JAPAN

The application documents should be marked "Job Application (English B)" in red on the envelope. Please note that documents, including books/articles that are submitted, will not be returned. Submission of photocopied books and articles, if unavoidable, are accepted. Incidentally, online submission won't be accepted.

10. Selection Process:

After the first screening based on the application documents, short-listed candidates will be called for an interview and a teaching demonstration around June.

Kanazawa University cannot provide funding for travel and accommodation expenses for the interview and teaching demonstration.

11. Contact Person:

SAWADA, Shigeyasu
 Director of the Faculty of Foreign Language Studies, Institute of Liberal Arts and Science at
 Kanazawa University
 E-mail: sysawada@staff.kanazawa-u.ac.jp
 Fax: +81 076 264 5993

12. Additional Information:

1) English courses offered by Institute of Liberal Arts and Science have common syllabi. For further information, please see the following website: <https://eduweb.sta.kanazawa-u.ac.jp/portal/Public/Syllabus/SearchMain.aspx>

2) Kanazawa University offers sabbatical leaves. For further information, see the following university's website (in Japanese): <http://www.kanazawa-u.ac.jp/kiteishu/act/frame/frame110000110.htm>

3) Position and salary are commensurate with the candidate's academic and employment experiences. Salary and benefits are specified in the Kanazawa University's regulations. For further information, see the following university's website (in Japanese): <http://www.kanazawa-u.ac.jp/university/administration/regulation/rules>

In addition, the university has a plan to adopt the new salary system (annual salary system) implemented at the Ministry of Education, Culture, Sports, Science and Technology.

4) Kanazawa University actively promotes a gender-equal workplace. For details, see the following URL (in Japanese): <http://cdl.w3.kanazawa-u.ac.jp/index.html>

5) Candidates are required to reside in Kanazawa or in its surrounding vicinity, when employed, are preferable.

6) The term of tenure-track, henceforth referred to as the TT term, is set for five years at the time of employment. The candidate will be promoted or converted to adequate tenured status, based on the results of the tenure review on education/research achievements, which is to be implemented during the TT term. For further details on the Tenure-track Employment at Kanazawa University, see the following URL (in Japanese): <https://www.kanazawa-u.ac.jp/wp-content/uploads/2019/04/tenure.pdf>

7) In the review specified in (6), evaluation will be conducted, based on the following items:

- a) Education: performance in and commitment to classes, and contribution to curriculum management.
- b) Research: publication of books and academic articles, and evidence of the ability to acquire external funding, such as Kaken.
- c) Others: work and engagement in the management and administration at the Institute of Liberal Arts and Science or at Kanazawa University, contribution to various projects planned by the Institute of Liberal Arts and Science or Kanazawa University.

8) In addition to the normal research fund, a certain amount of incentive grant will be provided during the TT term.

**While this announcement is made in both Japanese and English, the original Japanese version shall be relied upon in instances of possible discrepancy or divergent interpretation with that of the English version.*