

**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 faculty position teaching English language classes and English Academic Literacy classes as professor, associate professor, or lecturer.

1. **Open Position:** One professor, associate professor, or assistant professor (5 year limited-term position. There is a possibility of a contract renewal. See 13. for details.)

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

3. **Main Duties:**

- 1) Teaching English language classes in the liberal arts curriculum and English academic literacy classes (up to six 90-minute classes per week).
- 2) Designing/Planning and coordinating English courses.
- 3) Developing English course materials.
- 4) Conducting joint research on foreign language education and on teaching material development for English language courses.
- 5) Taking part in faculty/institutional projects.
- 6) Undertaking other duties as designated by the head of the faculty.

4. **Academic Fields:**

English language education, Academic literacy education (CLIL, CBI, etc.), Literature and culture of English-speaking worlds, English linguistics and other related areas,

5. **Status of Employment:** Fixed-term (5 years)

There is a possibility of a contract renewal depending on the result of a contract renewal review.

6. **Qualifications:**

- 1) Applicants should have a doctoral degree or is in the process of obtaining a doctoral degree
- 2) Applicants should have teaching experience at the tertiary level and an ability to teach in English.
- 3) Applicants should have knowledge, experience and abilities in the areas of English language education and other academic literacy skills, as well as a cooperative attitude towards collaboration with other faculty, administrative staff, and the local community in conducting education and research.
- 4) Applicants should have expert command of English (equivalent to CEFR C2 level).
- 5) Sufficient proficiency in Japanese to conduct daily business with university staff is desirable.
- 6) A successful candidate is required to reside in Kanazawa or in its surrounding vicinity, when employed.

7. **Start of Employment:** October 1st, 2023 or April 1st, 2024

8. **Application Documents:**

- 1) Curriculum vitae, including the following:
 - a) Full name, contact address, phone number, and an email address.
 - b) Educational background from high school graduation to the highest academic degree obtained, including the year and month of the start and end of each educational program.
 - c) Employment history, including the year and month of the start and end of each employment.
 - d) Teaching/research experiences or other long-term working experiences in English-speaking

societies (please include names of institutions, locations and periods of time).

e) Scores of tests certifying the candidate's English or Japanese language proficiency, if any. (Copies of result sheet is preferable.)

2) List of educational and research achievements (circle the item number for peer-reviewed papers), and details of any competitive research grants you have obtained (including the name of the funding organization; the research project title; total amount of money granted; year of grant receipt; your role in the research project, i.e., principal investigator or co-investigator). Please list books, articles, and book reviews and other shorter materials separately. Write the newest publication first followed by older materials/items.

3) A copy of one major research achievement, such as a book, published paper, etc. and its summary/abstract.

* Candidates may be asked to submit additional materials.

4) An essay outlining your research interests and achievements, including future research plan at Kanazawa University (A4 1 page).

5) An essay on your experiences in education and future aspirations at Kanazawa University (A4 1 page).

6) The names, institutional affiliations, positions, and contact details (telephone numbers and e-mail addresses) of two personal references.

9. **Application Deadline:** June 30th, 2023

10. **Application method**

Please send all application materials by registered mail, or other delivery services which have a tracking function, to:

Professor Kana Oyabu
Head of the Faculty of Foreign Language Studies
Institute of Liberal Arts and Science
Kanazawa University, Kakuma-machi, Kanazawa, Ishikawa
920-1192, JAPAN

On the envelope, write "Job Application (English)" in red. Please note that submitted materials, including books/articles, will not be returned in principle. However, if you wish to have your book returned, please enclose a stamped self-addressed envelope.

Online submissions will not be accepted. However, if you encounter any problem sending the application materials because of an extraordinary situation (such as war, pandemic-related cancellation of postal services, or industrial action) please contact us.

11. **Selection Process:**

After the first screening based on the application documents, short-listed candidates will be called for an interview and a teaching demonstration in July. Please note that transportation costs will not be reimbursed.

12. **Contact Person:**

Professor Kana Oyabu
Head of the Faculty of Foreign Language Studies
Institute of Liberal Arts and Science
Kanazawa University

E-mail: FLSjobs[[@](mailto:FLSjobs[at]ml.kanazawa-u.ac.jp)]ml.kanazawa-u.ac.jp (Please delete [].)

13. Contract Renewal Review:

There is a possibility of contract renewal. Depending on the result of a review concerning research and educational achievements, there is a possibility of becoming a tenured faculty member.

[Assessment Criteria]

- Achievements and contributions concerning the duties listed in 3
- Acquisition of doctorate degree (if you did not have a doctorate degree at the start of employment)
- Research activities (published papers, conference presentations)
- Research grants obtained
- Other contributions to the university and to the wider community

14. 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>

(Select as follows: Faculty [Studies in Liberal Arts and Sciences], Department [GS Language Courses])

2) Full-time faculty members are eligible for Kanazawa University sabbatical leave. For further information concerning the eligibility and other aspects of the sabbatical leave, see the following university's website (in Japanese):

<https://www.kanazawa-u.ac.jp/kiteishu/act/frame/frame110000110.htm>

3) Position Status (i.e., professor, associate professor or assistant professor) and salary are determined depending on the candidate's academic and employment experiences. The university has an annual salary system implemented by the Ministry of Education, Culture, Sports, Science and Technology. Salary and benefits are specified in Kanazawa University's regulations. For further information, see the following website (in Japanese):

<https://www.kanazawa-u.ac.jp/university/administration/regulation/rules>

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

Personal information contained in application documents will only be used for this selection process.