

**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 as professor or associate professor.

1. **Open Position:** One professor, associate professor, or assistant professor

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

3. **Main Duties:**

- 1) Teaching English language courses in the liberal arts curriculum and intermediate/ advanced English academic literacy courses. (Minimum five to six 90-minute classes per week.)
- 2) Designing/Planning and coordinating English language classes in the liberal arts curriculum.
- 3) Conducting joint research on foreign language education and on teaching material development for English language courses in the liberal arts curriculum.
- 4) Acting as a class advisor for students at the School of General Education and, teaching introductory classes (Approximately once in every three or four years)
- 5) Taking part in administrative work and institutional projects.
- 6) Undertaking such other duties as designated by the head of the faculty

4. **Academic Fields:**

English language education, Culture of English-speaking regions, English linguistics or its related fields

5. **Status of Employment:** full-time, tenured

6. **Qualifications:**

- 1) Applicants should have a doctoral degree.
- 2) Applicants should have teaching experience at university level (teaching experience of university English language courses preferable) and an ability to teach in English.
- 3) Applicants should have interests and abilities in the areas of foreign language education and academic literacy education, 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 abilities and willingness to take part in administrative works and institutional projects.
- 5) Applicants 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 advisor. (N1 of JLPT required if Japanese is not the applicant's first language.)
- 6) A successful candidate is required to reside in Kanazawa or in its surrounding vicinity, when employed.

7. **Start of Employment:** April 1st, 2025

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 test certifying the candidate's English or Japanese language proficiency, if any. (Copies of result sheet 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 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 28, 2024

10. Application Method

Please send all the documents by registered mail, or other delivery services which has a tracing function, to:

Professor Takeshi Koguma
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 (Permanent Position)" in red. Please note that documents, including books/articles that are submitted, will not be returned. Submission of photocopied books and articles, if unavoidable, are accepted. Online submission will not be accepted. However, if you encounter any problem sending the application materials because of an extraordinary situation (such as war or pandemic-related cancellation of postal services) 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 around July. Please note that transportation costs will not be reimbursed.

11. Contact Person:

Professor Takeshi Koguma
Head of the Faculty of Foreign Language Studies
Institute of Liberal Arts and Science
Kanazawa University

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

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>

(Select as follows: Faculty [Studies in Liberal Arts and Sciences], Department [GS Language Courses] and type [EAP] or [TOEIC Preparation] in the subject name section.)

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/frame11000110.htm>

3) Position Status (i.e., professor or associate 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>

**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.*