

**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, or associate 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) Engaging in collaborative 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 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 work and institutional projects.
- 5) Applicants should have an expert command of Japanese (equivalent to CEFR C2 level) to be able to conduct administrative duties, including personnel management and negotiations with other departments.
- 6) A successful candidate is required to reside in Kanazawa or its neighboring municipalities, when employed.

7. **Start of Employment:** April 1, 2025, or the earliest possible date within the 2025 academic year.

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) A copy of the doctoral degree certificate

3) List of educational and research achievements as follows (each list in reverse chronological order):

List published papers. Circle the item number of each peer-reviewed paper.

List competitive research grants obtained. Specify the name of the funding organization; the research project title; total amount of money granted; year of the grant obtained; role in the research project (i.e., principal investigator or co-investigator).

List books, articles, and book reviews and other shorter materials separately.

4) 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.

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

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

7) The names of two personal references, and their institutional affiliations, positions, and contact details (telephone numbers and email addresses).

9. **Application Deadline:** November 18, 2024

10. **Application Method**

Please send all the documents by registered mail, or other trackable delivery services, 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. 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 in-person interview and teaching demonstration around December 2024. Please note that transportation costs will not be reimbursed.

12. **Contact Person:**

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

Kanazawa University

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

13. 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 [Practical English] 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 promotes the development of diversity in the research and education environment." For details, see the following website (in Japanese):

<https://ipdi.w3.kanazawa-u.ac.jp/>

**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.*