

Chiba Institute of Technology: Education Center, English Division
Accepting Applications for A Full-Time Faculty Member

1. Number of faculty members needed: One assistant professor or associate professor
2. Affiliation: Chiba Institute of Technology (Education Center, English Division)
3. Specialized Field: English Education, English Studies, English and American Literature
4. Responsibilities: Teaching English classes (English Comprehension and English Expression, from basic to advanced level) and liberal arts classes (including Theme-Exploration Seminar) : additionally, you may also be responsible for conducting lectures in English at the graduate school level
5. Qualification:
 - (1) Candidates must have a doctoral degree or equivalent research achievements at the time of appointment
 - (2) Candidates should be highly motivated and knowledgeable about education and research; able to teach students with enthusiasm and take charge of various tasks at the university
 - (3) Experience in teaching English at the tertiary level is desirable
 - (4) If Japanese is not your native language, proficiency in Japanese is needed to perform school duties, including meetings
6. Starting date: April 1, 2022
7. Documents to submit: Please submit the following documents (one copy each of A4 size, single-sided printing, in Japanese, any format)
 - (1) Resume (with photograph, contact information [including email address], educational background [high school and beyond], employment history, academic and other social activities and qualifications [if applicable, also list English qualification exam scores and STEP Eiken grade achieved])

Note: Since the university may contact you, please be sure to include your phone number and email address.
 - (2) List of research achievements (please write dates in Western years, starting with the most recent)
 - a) Categorize achievements into books, academic papers, academic society presentations and other
 - b) For books, indicate whether the publication is a single-authored or coauthored work. If coauthored, indicate the sections you are

responsible for.

c) Indicate whether academic papers were peer-reviewed.

- (3) Three major academic papers (offprint; photocopies accepted)
- (4) Summary of past research and education activities, as well as future aspirations (about 1,000 characters)
- (5) List of teaching experience
(Provide details of experience and duties related to education, including experience at prep schools and the like. Also indicate the subjects you were responsible for and whether you were responsible for creating textbooks, tests, mock exams and the like.)
- (6) Documents to prove your English-language proficiency. This includes results of private English-language proficiency qualifications and exams, a copy of your degree (if earned in a foreign country), documents showing your work experience using English in a foreign country, etc.

8. Deadline: Monday, November 22, 2021 (must arrive by this date)

9. Selection process: First-round screening: Document screening

Second-round screening: Interview and mock classes (applicant is responsible for transportation fees and the like)

Note: If you pass the document screening, you may be asked to submit additional documents.

10. Mailing address: Kazuro Shibuya

Education Center (English Division), Chiba Institute of Technology
2-1-1 Shibazono, Narashino City, Chiba 275-0023

Notes: 1. Please write “英語専任教員応募書類在中 (Application for English-Language Full-time Faculty)” in red on the envelope and send it by simple registered mail.

2. As a rule, submitted documents will not be returned to applicants

3. The personal information you submit will only be used for the screening process.

11. Inquiries: Kazuro Shibuya, Education Center (English Division), Chiba Institute of Technology

Email: shibuya.kazuro@p.chibakoudai.jp

Note: Please contact us by email only.

12. Remarks: Your employment contract during your first three years of employment will be renewed every academic year. However, your contract may not be

renewed if it is determined that there were problems with your educational and research performance or behavior during that period. If it is determined at the time of the third renewal that no particular problems with your future service are evident, your status will change to that of a full-time faculty member with no fixed term of employment (conversion to an indefinite employment contract). Your treatment and other aspects of employment during these first three years will be the same as for a full-time faculty member with no fixed term of employment, however, other than the fact that your contract designates a fixed term of employment. The mandatory retirement age is sixty-five years old.