

Recruitment information for non-tenure-track lecturer position in the Center for English Communication, Reitaku University, Japan

- 1. Job details**

The Center for English Communication (CEC) at Reitaku University, Kashiwa, Japan invites applications for one lecturer position (*koshi*) for an initial 2-year term. Successful applicants are expected to be at the university for 9 hours (with a one-hour lunch break) each day from Monday to Friday with occasional weekend Open Campus event assignments. Each week, lecturers are permitted a half-day (four hours) for research during which they are not required to be on campus. Responsibilities include teaching a maximum of ten koma of English proficiency development courses a week for two semesters each year (e.g., *Reading & Writing Workshop, English for Communication*), being involved in events and activities in the International Lounge (iLounge), materials and curriculum development, conducting and publishing research, assuming university / Hiroike Institute of Education responsibilities, and other duties as assigned. Lecturers are required to: 1) be present in the iLounge for 2 hours per week, 2) act as writing center tutor for 1 hour per week, and 3) hold regular office hours for 1.5 hours per week. In addition, CEC lecturers are expected to be available for general student consultation while on campus as time and schedule permit. We seek applicants with specializations in the field of English language education and second language acquisition who respect Reitaku University's institutional principle: *Integration of Knowledge and Virtue*.
- 2. Department**

The Center for English Communication (CEC), Reitaku University
- 3. Research field**

To further expansion and ongoing development of our English language programs, we seek a candidate with expertise in TEFL/TESOL, Applied Linguistics, and Second Language Acquisition.
- 4. Job type**

Lecturer (*koshi*)
- 5. Employment status**

full-time (non-tenure-track)  
✕Initially 2 years, renewable once for an additional 3-year term (5 years in total).  
A successful candidate is expected to demonstrate excellence in teaching, educational service, curriculum and materials development, and commitment to scholarly research. Renewal is subject to evaluation.
- 6. Number of positions**

Four
- 7. Starting date**

April 1, 2022
- 8. Qualifications**

Applicants must meet the following requirements:  
(1) A Master's degree (or similar certification) in Teaching English as a Second/Foreign Language, Applied Linguistics or other closely related fields.  
(2) Native speaker level competence in English is required, and communicative ability in Japanese is preferred for administrative responsibilities.  
(3) Experience in teaching (preferably with Japanese learners) at the secondary or post-secondary level.  
(4) Interest (and preferably experience) in working cooperatively in research-based materials and curriculum development.
- 9. Salary and benefits**

(1) Annual pre-tax salary (including bonuses): 5,000,000 yen.  
(2) Salary paid monthly with 2 bonuses (per year).  
(3) An annual personal computer and research allowance of 150,000 yen will be available for purchase of an office computer, books, academic journal subscriptions, academic conference attendance, and other work-related incidentals.

- 10. Application materials**
- (1) Curriculum vitae with an ID-photo
  - (2) A list of academic/professional achievements in the designated format
  - (3) Samples of academic publications (published research papers, dissertation)
  - (4) Two letters of recommendation either in Japanese or English
  - (5) A 1000-word English statement discussing your teaching experience and motivation for teaching at Reitaku University
  - (6) A copy of diplomas and/or certificates awarded upon completion of the degree(s) earned.
- \* For (1) and (2) above, please download the pertinent formatted documents from the website below:  
<https://www.reitaku-u.ac.jp/about/activity/192/>
- 11. Deadline**
- The application must arrive by August 31, 2021  
(Selection will continue until the positions are filled.)
- 12. All materials should be submitted to**
- CEC Search & Selection Committee  
E-mail : [cec-recruit@reitaku-u.ac.jp](mailto:cec-recruit@reitaku-u.ac.jp)
- Note 1: All application documents should be converted to PDF files and sent by E-mail. The title of the email at that time should be "Application for CEC lecturer position 2022".  
However, if it is difficult to digitize academic papers, publications, etc., send them by registered mail or international courier by August 31, 2021. The delivery address is as follows.  
CEC Search & Selection Committee  
Reitaku University 2-1-1, Hikarigaoka Kashiwa-shi, Chiba 277-8686 Japan  
Note: Please label the envelope "Application for CEC lecturer position"
- Note 2: The letters of recommendation (item (4) above) should be sent by the recommender directly to the email address below. The subject heading of the email at that time should be "Recommendation Letter for CEC lecturer position"
- 13. Selection procedures**
- First selection: Document screening\*1  
Second selection: An interview and a mock lesson as needed  
Third selection: Final interview  
\*1 Only shortlisted applicants will be informed of the result of the first selection.
- 14. Contact**
- E-mail : [cec-recruit@reitaku-u.ac.jp](mailto:cec-recruit@reitaku-u.ac.jp)  
※Inquiries can be made via e-mail only.
- 15. Additional information**
- (1) Travel expenses for interviews are not provided by Reitaku University.
  - (2) Travel and moving expenses for appointment are not provided by Reitaku University.
  - (3) Submitted documents will not be returned. If you have sent us books and wish that they be returned, please mention your request, and enclose a self-addressed and stamped envelope or send us an envelope together with a cash on delivery slip.