

June 25, 2024

English Associate Professor Position for Liberal Arts and Sciences Division,
Institute of Education, Tokyo Medical and Dental University

Application Guidelines

1. Position, number of positions: Associate Professor, One

2. Affiliation:
Liberal Arts and Sciences Division, Institute of Education
will also work at the English Department, College of Liberal Arts and Sciences
Work Location: Kounodai Campus, 2-8-30 Kounodai, Ichikawa, Chiba, 272-0827
※ Note: in accordance to Tokyo Metropolitan Ordinance to Prevent Exposure to Second-Hand Smoke, smoking is prohibited on campus.
※ The merger with Tokyo Institute of Technology is scheduled for October 2024. Institutional affiliation and working conditions etc. may be subject to change at the new university.

3. Responsibilities: Teaching English and associated duties, basic administrative tasks
 - (1) Education
 - Teaching English courses in a liberal arts environment
(Compulsory English course “English I” / Elective English courses)
 - Teaching “English II” to students in their second year and onwards
 - Administrative tasks related to Liberal Arts courses (Class planning, preparation etc.)
 - (2) admission (entrance exam) related tasks
 - (3) administrative tasks
 - work in various committees
 - including tasks related to the merger with Tokyo Institute of Technology

4. Requirements:
 - a doctoral degree or to be awarded a doctoral degree (in any field), or a master’s degree in TESOL/TEFL
 - 1) be a native speaker of English or have a native-like fluency in English
 - 2) research achievements and teaching achievements in specialized field, capable of, and enthusiastic about, conducting research and teaching at the university level and graduate school level
 - 3) experience teaching English reading, writing, and speaking-related courses at the university level
 - 4) understands the importance of a liberal arts education for future health care professionals, and is motivated to work with others to provide it
 - 5) capable of handling administrative tasks and entrance examination related tasks
 - 6) sufficient command of Japanese to handle basic administrative tasks

※ TMDU aims to support the advancement of female researchers and instructors. Female candidates are strongly encouraged to apply for this position.

※ We support all faculty members through various programs to help them coordinate their research activities and career with life events such as childbirth and child-rearing.

For further information on our activities, please see the following site.

<https://www.tmd.ac.jp/employment/teacher/ang/index.html>

We also welcome applications from foreign researchers, researchers with foreign degrees, and researchers who have been involved in education and research in foreign countries.

5. To be hired from: November 1, 2024 or as soon as possible after the date

6. Full-time position. Five-year contract, renewable (until retirement age) based on an evaluation near the end of the relevant term. For details see URL below. The mandatory retirement age at TMDU is 65.

※ Working conditions may be subject to change at the new university.

<http://www.tmd.ac.jp/cmn/rules/houki/3hen/2shou/4setsu/32403kyouinninki.pdf>

Probationary period: 6 months from the date of appointment

Salary: will be determined by salary system in TMDU regulations.

Working hours: Discretionary Labor System (Basic schedule: 8:30-17:15, Mon-Fri.)

Based on the Discretionary Labor System for Professional Work, each work day will be regarded as a 7hour-and-45min work day.

In accordance with amendments to the Labor Standards Act, the application of the discretionary labor system for professional work is based on individual employee consent.

Days off: Saturdays, Sundays, National holidays, 12/29-1/3

Leave: annual paid leave, special leave, sick leave etc. in accordance with TMDU regulations

Social insurance: The Ministry of Education, Culture, Sports and Technology mutual aid association health insurance, mutual aid scheme, employment insurance, worker's compensation insurance

7. Application forms

(1) resume (with photo) *TMDU format

(2) list of research achievements (including external funds, grants) *TMDU format

(3) achievements form *TMDU format

(4) statement on your research and future research plans (approx. 800 words)

(5) statement on your experience in teaching and your teaching philosophy (approx. 800 words)

(6) one letter of recommendation

※Prior to application, email a request for TMDU formats (1)-(3) to the Liberal Arts and Sciences Administrative Office.

(4)-(6) can be in any standard format (A4 size preferred).

8. Application Deadline: Must reach the office no later than August 13 (Tues), 2024

9. Selection process: First Stage: Examination of application materials
 Second Stage: Interview etc. (short-listed candidates only)

10. How to apply:

- (1) Applications will be accepted online. Prior to application, please email office by August 7 (Wed), 2024:

kyou-syomu.adm@tmd.ac.jp

In your message, please include

- a) Your full name and affiliation
- b) Your phone number and email address

※ Please write “LAS Division English position (your name)” in the subject line.

- (2) The office will send you TMDU formats and a manual for submission.

11. Application materials will not be returned. The information you send will only be used for processing your application for the selection process and for hiring procedures.

12. Address questions to:

General Affairs Section,
The Liberal Arts and Sciences Administrative Office, Institute of Education,
Kounodai 2-8-30,
Ichikawa, Chiba
272-0827
Phone: 047-300-7104