

Tamagawa University Faculty Recruitment Guidelines

Job posting URL		https://www.tamagawa.jp/introduction/person/university.html			
Title		ELF(English as a Lingua Franca) program full-time teaching position(Assistant Professor) ※We consider Assistant Professor as equivalent to <i>Koushi</i> (講師)			
Assigned department		Center for English as a Lingua Franca			
Application period		2025/4/15		～	2025/6/30 must be received
		Comment	When the position has been filled.		
Number of positions		1	Comment		
Hiring/Starting date		Hiring date	2025/9/1		Starting date 2025/9/1
Research	Field	Humanities & Social Sciences			
	Major	Linguistics			
Institution Description		Tamagawa University is seeking a full-time faculty member(Assistant Professor) for its ELF (English as a Lingua Franca) program.			
Department URL		https://www.tamagawa.ac.jp/celf/			
Work location		6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610			
Job type		Assistant Professor			
Employment type		full-time faculty	Comments	Specialized work-type discretionary labor system is applied	
Contract period		Limit on period of employment		Contractual Limitation Period: Yes	
		Period	5 years for Assistant Professor		
Job content		Teaching ELF classes and assisting students' English learning. Developing courses and materials for our ELF program with other ELF faculty members and assisting with committee work to manage parts of the program such as teacher orientation and faculty development. Depending on the applicant's specialty, they may be assigned to teach Summer or Winter sessions and/or courses (esp. linguistics, language teaching) offered by the departments other than Center for English as a Lingua Franca.			
Working hours		Specialized work-type discretionary labor system is applied in accordance with the Tamagawa Gakuen Regulations. While giving top priority to the university's class plans, major event schedules, and education/research, employees work at their own discretion. The deemed working hours under the discretionary work system are 6.5 hours per day. Basic number of hours: 10 sessions per week for each of the spring and fall semesters (50 min per period) 【Lunch】 In principle, 1 hour. 【Holidays】 Sundays, national holidays except when classes are scheduled on holidays, 8 days for summer vacation, 11 days for winter vacation			
Wages		Approximate annual salary ... [Assistant Professor] 4 million yen～ 8 million yen *The approximate annual salary shows the amount of total salary and bonuses. *Salary and bonuses are in accordance with Tamagawa University's regulations. *Various allowances are not included.			
Additional information		【Salary increase】 Once a year in April 【Bonus】 Twice a year, in June and December 【Retirement allowance】 Paid in accordance with the Tamagawa Gakuen Retirement Allowance Regulations for employees who have worked for the company for at least one year. 【Transportation expense】 Actual expense to a maximum of 50,000 yen per month 【Retirement age】 31st March of the Academic year that includes the day on which the employee reaches the age of 65.			

Insurance	Health Insurance / Employee Pension Insurance / Workers' Accident Compensation Insurance / Employment Insurance
Other conditions	The measures against second-hand smoking in your workplace : No smoking on the premises (smoking area is set outside of the building)
Qualifications	1. Minimum Qualification: Ph.D. in applied linguistics or related field or equivalent in research and teaching experience. 2. Understanding of the concepts of English as a Lingua Franca (ELF), World Englishes (WE), or English as an International Language (EIL). 3. Expert user of English with an ability to conduct ELF classes in English for students of various levels of proficiency. 4. Experience in teaching English at college level, preferably in Japan and/or to Japanese-speaking students. 5. Experience in learning a second/foreign language to advanced level preferred. 6. High proficiency in Japanese preferred.
Application documents	1. A cover letter briefly outlining your teaching and research activities, experience in learning foreign language(s) and understanding of English as a Lingua Franca (ELF). Emphasis will be placed on the cover letter during the screening process. 2. CV (with photo) including a list of academic and educational activities including but not limited to publications, conference presentations, services to professional organizations, and VISA status. (The qualifications 1-6 above have to be outlined in the cover letter or in the C.V.) 3. A copy of three representative publications (offprints/photocopies possible). At least one has to be a refereed publication. 4. Two letters of reference (in English or Japanese)
Return of application documents	All the application materials you have submitted to us will only be used for the present recruitment in accordance with our Privacy Protection Policy and will be discarded once the selection process has been completed.
Submission of applications	<p>【For applications by mail, please send to】 Center for English as a Lingua Franca, Tamagawa University, Tamagawa University, 6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610</p> <p>【For applications by e-mail】 Please send your application documents(応募書類) to the Tamagawa University ELF Center email address(below). Please ensure that all documents submitted via email are password protected, and send the password in a separate email to maintain security and confidentiality.</p>
Selection /notification of result	We may ask the candidates for additional materials if necessary. Successful candidates will be invited to an interview. (Online interview may be conducted with applicants outside of Japan.) Applicants are responsible for transportation expenses for interviews. The result of your application will be conveyed by email. Application materials will not be returned.
Inquiry Contact	Center for English as a Lingua Franca, Tamagawa University, Tokyo e-mail: celf_recruit@tamagawa.ac.jp
Comments	The candidate who is selected is required to attend the orientation. CELf office will be closed on Saturdays, Sundays, National holidays, and during the summer vacation period (August 24 - August 31).