Tamagawa University is seeking part-time instructor for its ELF [English as a Lingua Franca] program.

Teaching university-wide ELF classes on Mon-Wed, afternoons (5/6 period, 13:00-14:50 and 7/8 period, 15:00-16:50).

### Recruitment Details

**Salary:**
Each semester consists of 15 weeks of classes and a final examination. You are responsible for making up cancelled classes. Final examination is scheduled in the 16th week. In compliance with our academic calendar, classes may be held on Saturdays, Sundays and national holidays in order to secure 15 weeks.

Information about the salary is provided to applicants at the interview stage.

**No smoking on the premises (Smoking area is set outside of the building).**

### Requirements

1. Qualification: MA in TESOL, TEFL or Applied Linguistics
2. Expert user of English with an ability to conduct ELF classes in English for students with various levels of proficiency
3. Experience in teaching ELF at college level preferred
4. An experience in learning a second/foreign language to the advanced level.
5. A substantial record of publications/conference presentations in ELT and/or related areas.
6. Have a legal status to work part-time at a higher education institution (Japanese citizenship, permanent residency or a relevant visa).

### Contact Information

6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610

---

**Contact Person:**

**Department:**
Center for English as a Lingua Franca

**Institution:**
Tamagawa University

**Website:**
https://www.tamagawa.jp

**Position:**
Lecturer (part-time)

---

**Address:**

6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610

**Application Deadline:**
February 14 or when the position has been filled.
<table>
<thead>
<tr>
<th>応募・選考・結果通知・連絡先</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please send your application materials by registered mail. Application by e-mail will not be accepted.</td>
</tr>
<tr>
<td>1. A cover letter indicating your teaching and research backgrounds as well as your understanding of English as a Lingua Franca.</td>
</tr>
<tr>
<td>2. CV: with photo, taken within the last 3 months.</td>
</tr>
<tr>
<td>3. Statement of Research Achievements: including activities conducted for professional or public organizations, publications (specify refereed or non-referred), research papers and presentations in your area of research.</td>
</tr>
<tr>
<td>4. Statement of Pedagogical Achievements: including classroom related publications such as textbooks, teaching materials, or lectures.</td>
</tr>
<tr>
<td>5. A list of people who will act as referees.</td>
</tr>
</tbody>
</table>

Regarding the documents #2, #3 and #4, you may use Tamagawa University format which is available in the URL below. Your own format would also be acceptable for the application if it covers all the information indicated above, however, if you pass the document screening, in order to proceed to the interview stage, we will ask the applicants to fill out the #2, #3 and #4 documents in Tamagawa University format.

Tamagawa University forms are available in the URL below.
https://www.tamagawa.jp/introduction/person/university.html

履歴書（Curriculum Vitae）<指定様式>
研究業績書（Statement of Research Achievements）<指定様式>
教育業績書（Statement of Pedagogical Achievements）<指定様式>

Three supplemental information files (How to Fill out the Forms in Tamagawa University Format; List of Categories, Areas, Disciplines and Research Fields; and The Handling of Personal Information at Tamagawa University Faculties) are in the website. Please refer to the instructions indicated in the files and fill out the forms if you choose the university format.

Send documents to:
Center for English as a Lingua Franca, Tamagawa University,
6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610

備考

After an initial screening, your application will be kept until March 31st, 2023 for possible further openings. You will be invited for an interview when positions become available. Applicants are responsible for transportation expenses for interviews.