

Tokyo Institute of Technology

Institute for Liberal Arts

1. Position: Associate Professor, 1 post

2. Area of specialization: American Literature or American Studies

Note: This job notice is a revised version of one that was posted by the Institute for Liberal Arts on October 30th. As the number of applications received was insufficient, the notice has been re-posted with a broader range of areas of specialization. Unless otherwise notified, individuals who applied for the position as previously advertised may be assured that their application will be added to the pool of ones received in response to this revised job notice. In the case of those individuals there is no need to submit a second application.

3. Duties

- (1) Courses taught in Liberal Arts curriculum, especially ESOL and academic English for undergraduate and postgraduate students
- (2) Supervision of M.A. and Ph.D. students in the Department of Social and Human Sciences in the School of Environment and Society
- (3) Cutting-edge research in the field of expertise and concomitant activity that contributes to society
- (4) Administration concerning the above (1), (2) and (3), and other managerial duties that pertain to Tokyo Tech's operations as a whole

4. Qualifications

- (1) Ph.D., or an equivalent record of research in the field
- (2) Expert knowledge of English language and American culture, and the ability to teach English language as well as Humanities subjects
- (3) Experience of teaching English at the university or junior college level

5. Starting date

April 1st 2018 or as soon as possible thereafter

6. Status

Full-time. Up-to-five-year contract that can be renewed once, with the possibility of promotion to a tenured position upon evaluation. Retirement age is 65.

7. Salary

Annual salary will be paid according to the National University Corporation Tokyo Institute of Technology Regulations on Wage and Salary for Staff on the Annual Salary System.

8. Required documents

(1) CV: 1 printed copy

It should include details of education, professional experience, and awards; a photo must be attached and contact details provided.

(2) List of publications: 1 printed copy

For academic articles, refereed articles and non-refereed articles should be listed separately. For a monograph, indicate whether it is single-authored or co-authored.

- (3) List of competitive research funds and external research grants received: 1 printed copy
- (4) Outline of future research and teaching goals: 1 printed copy
Free format (1 page on A4)
- (5) List of service activities: 1 printed copy
It should include positions held in academic societies, as well as services rendered outside academia, such as advisory work on government-appointed panels.
- (6) Completed Summary Sheet: 1 printed copy
The Summary Sheet can be downloaded at this link:
<http://www.liberal.titech.ac.jp/koubo/2017-ILA-summary-sheet-E-e.docx>
- (7) PDF file of (1) to (5) above and Word file of (6) on a digital storage device such as a CD-R. Change the file names to ones that use your full name.
- (8) Up to three representative research publications: 1 copy each
Photocopies are acceptable.
- (9) List of contact referees: 1 printed copy
Name, affiliation and contact details, including an email address, for two referees who can testify to the applicant's scholarly achievements and personal attributes. The referees should include at least one scholar affiliated with academic institutions outside Japan.

8. Closing date for application: January 5th, 2018 (Friday)

9. Address: Foreign Language Administrative Office
Tokyo Institute of Technology W3-7
2-12-1 Ookayama, Meguro-ku, Tokyo 152-8552 JAPAN

*Please write on the envelope in red "Application documents for the Associate Professorship in English enclosed"

*Application should be sent by a recorded delivery postal service. Documents attached to e-mail cannot be accepted.

*Application documents will not be returned except for your book publications. If you would like the latter returned, enclose a self-addressed envelope with sufficient stamps on it.

*The documents will not be used for purposes other than selection of a successful applicant. Afterwards all documents will be properly disposed of.

Please note:

1. Applicants who are interviewed and asked to give a teaching demonstration must pay their own expenses for that purpose.
2. Tokyo Institute of Technology provides start-up funding through an internal support system, and new appointees may apply to access those funds.

3. Tokyo Institute of Technology values diversity as a means of strengthening both its academic and organizational functions, so it ensures equal opportunities for individuals across all research fields, regardless of nationality or gender.

Inquiries: Tokyo Institute of Technology
Institute for Liberal arts
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