

Fixed-Term Instructor Position at Senshu University

1. Subject Area: English (General Education)

The successful candidate will primarily teach the following upper-level courses:

- Intermediate English (SW) 1a/b and Intermediate English (SW) 2a/b: designed to develop students' productive English communication skills
- Intermediate English (RL) 1a/1b and Intermediate English (RL) 2a/2b): designed to develop students' receptive English communication skills

The candidate may also teach courses such as English Speaking a/b.

2. Position Title: Specially Appointed Language Instructor (Foreign Language) (外国語特任講師)

3. Starting Date: April 1, 2027

4. Term of Appointment: April 1, 2027 – March 31, 2028

The appointment is for one year. The contract may be renewed annually up to four times from the initial appointment. Renewal is subject to the University's prescribed annual review and approval procedures. The maximum term of appointment is until March 31, 2032.

5. Number of Positions: 1

6. Duties:

1. The successful candidate will, in principle, teach an average of eight or more class periods per week across the two semesters, Spring and Fall, in General Education English courses. The maximum number of class periods per day is four.
2. The successful candidate will work in cooperation with the full-time faculty member responsible for coordination in order to contribute to improving the quality of language education at the University, including matters related to course administration.
3. Outside scheduled teaching hours on teaching days, the successful candidate will hold office hours on campus. The details, including hours of availability, will be determined in consultation with the University.
4. Other duties may be assigned as necessary.

7. Place of Work: Ikuta Campus

The successful candidate may be assigned to teach at the Kanda Campus following prior consultation.

8. Remuneration: In accordance with University regulations.

Salary is based on an annual salary system determined by the number of assigned class periods. A commuting allowance will be provided separately.

9. Qualifications: Applicants must meet ALL of the following requirements:

1. Be a native speaker of English or possess equivalent English language proficiency.
2. Hold a degree in English language education, or have an outstanding record in English language teaching or relevant professional experience.
3. Be recognized as having the educational ability appropriate for teaching English at Senshu University.

10. Application Deadline: Tuesday, September 1, 2026

All application materials must be received by this date.

11. Application Procedure:

1. Applicants must first complete the online entry form on the “Faculty Recruitment” page of the Senshu University website:
<https://www.senshu-u.ac.jp/about/recruitment/teacher.html>
2. After completing the online entry, applicants will receive an automatic confirmation email at the registered email address. The application receipt number included in that email must be written on the University’s designated cover sheet.
3. Applicants must then submit the documents listed under “Application Materials” through the JREC-IN Portal Web Application system.

Please note:

- Submission through the JREC-IN Portal Web Application system constitutes the official application. Completing only the online entry form on the Senshu University website does not constitute a valid application.

- The JREC-IN Portal Web Application system allows applicants to upload up to five files, each no larger than 30 MB. Applicants should combine documents into PDF or ZIP files as necessary. Please consult the JREC-IN Portal user manual for details on the Web Application system.
- Books, articles, or other materials that are difficult to submit electronically may be sent by registered mail or another trackable delivery method. These materials must arrive by the application deadline. Please enclose the University's designated cover sheet and write "Application Materials for Specially Appointed Language Instructor (Ikuta)" in red on the envelope.

Mailing Address:

Academic Affairs Office, President's Office
Senshu University
2-1-1 Higashi-mita, Tama-ku
Kawasaki-shi, Kanagawa
214-8580 Japan

Application Materials for Specially Appointed Language Instructor (Ikuta)

Japanese version below FYI.

〒214-8580
神奈川県川崎市多摩区東三田 2-1-1
専修大学 学長室学務課
外国語特任講師（生田）応募書類

Submitted books, articles, and other materials will not, in principle, be returned. Applicants who wish to have their materials returned must indicate this on the University's designated cover sheet and enclose a self-addressed return envelope with sufficient postage, or a completed cash-on-delivery courier slip.

12. Application Materials:

1. Curriculum vitae and list of publications (or a record of teaching achievements, where applicable.) Please use the University's designated forms.
2. Up to two major publications or a record of relevant professional achievements in any format together with supporting materials. Additional materials may be requested during the selection process.
3. Certificate of the highest degree obtained, or a copy of the diploma.

4. A statement of teaching philosophy in English, approximately 800 words.
5. Certificate of a degree in English language education, or a copy of the diploma, only for applicants who hold such a degree.
6. University-designated cover sheet.
7. Letter(s) of recommendation, if available.

The University's designated forms are available for download from the "Faculty Recruitment" page of the Senshu University website.

13. Selection Process:

After screening of application materials, shortlisted candidates will be invited for an interview, which includes a demonstration lesson.

Applicants may also be asked to submit a sample syllabus for one of the assigned courses prior to the interview.

14. Contact:

Academic Affairs Office, President's Office
Senshu University
2-1-1 Higashi-mita, Tama-ku
Kawasaki-shi, Kanagawa
214-8580 Japan
Email: gakumuka@acc.senshu-u.ac.jp

Inquiries should be made by email.

15. Additional Information:

1. Applicants are responsible for any travel and other expenses incurred in connection with the interview.
2. The successful candidate will be asked to submit a signed and sealed curriculum vitae.
3. Personal information submitted by applicants will be used only for the purposes of selection and appointment procedures.
4. Senshu University is committed to promoting gender equality.