

Announcement of Faculty Positions

Center for Language Education and Research (starting in 2024)
Tokyo University of Pharmacy and Life Sciences

Tokyo University of Pharmacy and Life Sciences is the oldest private university established to train pharmacists in Japan. Located in the western part of Tokyo, it is a research-oriented university with two faculties: the School of Pharmacy and the School of Life Sciences. We are now recruiting two faculty members for the establishment of the Center for Language Education and Research, which is scheduled to open in 2024.

1. Positions

(1) Applications are invited for faculty positions at the rank of Professor, Associate Professor, Lecture (*full-time*) or Assistant Professor (rank to be determined based on successful candidates' experience). Both are full-time, tenured positions. One position is at the School of Pharmacy and the other is at the School of Life Sciences.

(2) Affiliation: Center for Language Education and Research

(3) Duties and requirements:

Tokyo University of Pharmacy and Life Sciences will establish the Center for Language Education and Research to foster both undergraduate and graduate students' ability to cope with the challenges of globalization.

The Center for Language Education and Research will be responsible for strengthening students' basic English language skills, administering the English for Pharmacy Program, and the English for Life Science Research Program. In addition to these, faculty members are expected to perform undergraduate, graduate, and university administrative duties. We are looking for qualified individuals who can carry out a variety of duties in collaboration with other faculty and staff members.

(i) Main duties:

- Provide university-wide education and research related to language and international studies based on the university's educational philosophy.
- Plan, develop, manage, and deliver curricula for language and international education.
- Prepare and implement entrance examinations (English).
- Provide education and research related to language and international education in the School of Pharmacy and the School of Life Sciences.
- Plan and lead overseas language training programs.
- Perform other academic and administrative duties such as proctoring exams, advising students, and working with other faculty and staff members in various committees.

(ii) Minimum (and preferred) qualifications

- Ph.D. or equivalent (Certificate in TESOL if the candidate's degree is not in a language-related field)
- Research fields: applied linguistics, linguistics, foreign language education, foreign language literature or a related field, with publications in the relevant field
- Experience in teaching English as a Foreign Language (EFL) at a university /

junior college (experience in teaching scientific English is not required but is preferred)

- If not a native Japanese speaker, the applicant must have sufficient Japanese language proficiency to perform various academic / administrative duties, including, but not limited to, working with other members in various committees, attending meetings, etc.
- If not a native English speaker, the applicant should have sufficient English language proficiency to teach English effectively (at least one year of study abroad experience at an English-speaking university or graduate school is desirable).

2. Application documents

- (1) Curriculum vitae (with photograph)
- (2) List of publications (original papers, reviews, books, conference presentations, etc.)
- (3) Reprints or photocopies of up to three major publications
- (4) Summary of research to date and future perspective (about 500 words in English)
- (5) Philosophy and aspirations regarding education to date and in the future (in Japanese, about 1,500 characters)
- (6) Two letters of recommendation or contact information of two references (persons who are familiar with the applicant's abilities and personality)
- (7) Other materials that will be used for reference in the selection process (educational achievements, academic activities, information dissemination to society, outreach activities, etc.)

Note: For (1), (2), and (6), please refer to the University's format (downloadable from the University's website): <https://www.toyaku.ac.jp/about/employment/>

Application documents will not be returned. Except for (3) and (6), please submit an electronic medium (PDF file) on a USB flash drive along with the original documents.

Please write "Application documents for the Center for Language Education and Research" in red on the envelope, and send by registered mail or *LetterPack Plus*, or by EMS from overseas. Please note that an interview and additional documents may be requested during the selection process.

Application deadline: Saturday, July 3, 2023

Appointment: January 1, 2024 (or earliest possible day)

Submission of documents: Must be addressed to Human Resources Division, Tokyo University of Pharmacy and Life Sciences, 1432-1 Horinouchi, Hachioji-shi, Tokyo, 192-0392, Japan

Contact: Tokyo University of Pharmacy and Life Sciences, Human Resources Division, Tel: 042-676-5358, E-mail: jinji@toyaku.ac.jp

Tokyo University of Pharmacy and Life Sciences is committed to the promotion of education and research activities by a diverse workforce and to the promotion of gender equality.