

Open Position for a full-time non-tenured Language Lecturer in English
Lingua Test Center, Tokyo University of Foreign Studies

Position	Language Lecturer
Number of positions	1
Status	Full-time (Non-tenured) Three-year contract, renewable for additional two years (five years in total)
Affiliation	Lingua Test Center, Tokyo University of Foreign Studies
Teaching specialization	English as a Foreign Language
Research field	TEFL/TESOL
Qualifications/ Requirements	The applicant should: (1) be a native speaker of English or possess native-level English proficiency. (2) have previous experience of developing English language tests. (3) possess a PhD in applied linguistics or equivalent qualifications. (4) have a minimum of three published works. (5) be able to perform teaching and administrative duties in both English and Japanese.
Starting date	April 1, 2023
Remuneration	To be determined according to the university's established pay scale
Application documents/ materials	The following application documents/materials should be sent by email to the addressee below: (1) A CV (in English or Japanese) with a recent photo (2) A list of all publications to date (in English or Japanese) (3) A list of three major publications (No need to send printed copies) (4) An essay of approximately 1000 words in English, outlining all past experience of English language teaching and relevant test development, and future visions about the Test Center, in the case of selection for the position, at Tokyo University of Foreign Studies (5) A recommendation letter by a TUFS faculty member Compile the documents (1) to (4) into one PDF and send it attached to an email with the subject title, "Application for Lingua Language Lecturer." The document (5) should be sent to the administrative office directly from the faculty member. * Application documents/materials will not be returned.
Deadline for application	Friday, September 30, 2022 (Deadline for receipt)

Addressee/ Contact	Institute of Global Studies Administrative Office Email: ok@tufs.ac.jp
Selection procedure	<p>(1) Selection will take place based on a review of the required application documents/materials and a subsequent interview for shortlisted candidates.</p> <p>(2) Candidates selected for interview will be notified of the date as soon as possible after the completion of the first selection stage. The interview will be held online in late September.</p>
Additional information	<p>Principal duties:</p> <p>(1) Language test development, including designing a test, creating test items, proofreading test items, recording audio scripts, creating assessment rubrics, scoring and marking tests, and creating test reports.</p> <p>(2) Teaching a minimum of five 90-minute English language classes per week.</p> <p>(3) Assisting the English Learning Center (ELC) and Global Linkage Initiative Program (GLIP) as well as duties related to English language teaching and testing when requested.</p>