

Full-time Faculty Member Recruitment Guidelines for the Faculty of Global Management, Chuo University

- English -

At Faculty of Global Management of Chuo University approximately 70% of all classes are offered in foreign languages, and it is essential for students to effectively acquire high-level language skills, in English-based reading, writing, speaking and listening. Furthermore, the Faculty provides many opportunities for our undergraduates to study abroad, including short-term study abroad, internships and student exchange programs. As described above, the Faculty is characterized by the fact that it provides an exceptionally high number of opportunities both on and off campus that require outstanding practical communication skills, such as the ability to conduct presentations, debates, collaborative projects, etc., in English.

Under these circumstances, the Faculty is seeking a full-time faculty member who can provide a systematic learning environment for English language education and who can supervise and manage such an environment with advanced Japanese language skills, as described below.

1. Recruitment method: Open recruitment

2. Position title and the number of people: Assistant Professor, Associate Professor, or Professor [full-time (with no term of office)]: 1 person

3. Area of expertise: English

4. Duties

a. Courses to be placed in charge of (tentative)

- “Academic English α I– α III • β I– β III” (writing research reports and general communication in the English course for general education required for 1st- and 2nd-year students)
- “Academic English On Demand I/II” (preparation and management of online teaching materials to enhance vocabulary and grammar skills)
- “English AI/AII/BI/BII” (courses that 1st-year students at CEFR B1 level take before learning academic English)
- “Advanced English I–V” (including classes for TOEIC, IELTS, and other English language qualification tests, and applied English language courses for students at the CEFR C1 level, international students, students preparing to study abroad and students who have returned from study abroad)
- “Global Studies” (classes aimed at preparing students for study abroad)

* In addition to the above, other courses you will be in charge of, for example, “Introductory Seminar” and “Business Communication (English),” will be determined each academic year as requested by the Faculty, taking into consideration the workload.

b. Management of English classes and courses of the Faculty

- Supervising English classes and courses, and curriculum management
- Support and coordination of English learning at the Academic Support Center (ASC)

c. Various on-campus duties, including entrance examinations

d. Others

5. Scheduled date of employment: April 1, 2026

6. Employment conditions:

- Location: Tama Campus in principle
- Salary: To be determined based on the Chuo University Faculty Member Salary Regulations and taking into consideration the career record, etc.
- Days off: Sundays, national holidays, and Chuo University Foundation Day (July 8)
(However, excluding days when classes are held as determined by the university in advance)
- Holidays: Year-end and New Year holidays, holidays during the simultaneous summer vacation period, and other holidays
- Insurance: Health insurance, employees' pension insurance, employment insurance and workers' accident compensation insurance are provided
- Retirement age: 70 years old (the end (March 31) of the fiscal year in which the employee reaches 70 years old)

7. Qualification requirements

- (1) Master's degree or higher in the field of English language education
- (2) At least three years of experience teaching English at a university or junior college in Japan by the time of arrival at the post (excluding teaching assistant (TA) and class assistance)
- (3) Native speaker of English, or a person with equivalent ability
- (4) A person with sufficient Japanese language proficiency to be able to handle various on-campus duties
Many of the meetings related to the faculty and university administration, including faculty meetings, are held in Japanese. If you are not a native speaker of Japanese, you must have a Japanese Language Proficiency Test N2 or higher or proficiency equivalent to it.

8. Application deadline: Monday, March 31, 2025 (Application must arrive by this date)

9. Selection process:

- (1) First screening: Document screening
Applicants will be notified of the results of the screening by e-mail by the end of May (tentative schedule).
- (2) Second screening: Interview screening
Applicants who pass the document screening will receive an interview screening (in English and Japanese) including a mock class in English.
The details will be notified to those who pass the document screening after the notification of the results of the first screening.
Applicants will be notified of the results of the interview screening by e-mail.

10. Documents to be submitted:

Documents submitted will be used only for this selection process and will not be used for any other purpose.

In principle, the submitted documents will not be returned. If you wish to have your books submitted as your major research achievements returned, please let us know at the time of application.

(1) Curriculum vitae: 1 copy

Submit a curriculum vitae prescribed by our university (Chuo University Faculty Member Curriculum Vitae; only in Japanese), or a curriculum vitae (free format) you have created as a PDF.

*When using the curriculum vitae prescribed by our university

The curriculum vitae prescribed by our university consists of multiple Excel sheets from No. 1 to No. 9. Enter "No information" for the sheets for which you have no information to provide. After filling out the curriculum vitae, convert the entire Excel file to a PDF file.

- Where to download

<https://www.chuo-u.ac.jp/aboutus/recruit/news/2025/01/78724/>

*When not using the curriculum vitae prescribed by our university

- Items to include

Contact information (address, e-mail address, telephone number, etc.), academic background, career, research achievements, awards received, grants/scholarships, conference presentations, research experience, educational experience, other activities, languages and skills, and references (name, affiliation, e-mail address)

If there are any items for which you have no information to provide, omit such items.

- If your appointment is informally decided at a later date, you must submit sheet No. 1 of the curriculum vitae prescribed by our university with the gender and nationality fields filled in.

(2) Major research achievements: Up to three achievements (For papers, offprints or copies are acceptable)

- For each of your books and papers, attach a summary of approximately 400 characters.

(3) Diploma or certificate of degree completion: 1 copy

- For a diploma, a copy is acceptable

(4) A one-page summary of your research and English teaching experience to date and your aspirations for English teaching in the future (free format)

- You may add up to one page that contains materials showing the results of your English teaching to date.

(5) For applicants whose native language is not English, a document certifying English language proficiency: 1 copy (optional)

- It is desirable to submit a document certifying English language proficiency as described in 7 (3) above, such as an English-Language Proficiency Test Certificate of Result and Scores (i.e., IELTS, TOEFL).

(6) For applicants whose native language is not Japanese, a document certifying Japanese language proficiency: 1 copy (optional)

- It is desirable to submit a document certifying Japanese language proficiency as described in 7 (4) above, such as a Japanese-Language Proficiency Test Certificate of Result and Scores.

11. Where to submit:

In principle, application documents should be submitted by e-mail as file attachments.

If you submit books, etc. by mail as your major research achievements, please indicate that in the e-mail you send us to submit your application documents.

(1) Where to submit by e-mail: gm-saiyou-grp@g.chuo-u.ac.jp

- The subject should be "Application documents for English faculty member."

(2) Mailing address for books, etc.:

English Faculty Member Employment Section, Office of the Faculty of Global Management, Chuo University

742-1 Higashi-nakano, Hachioji, Tokyo 192-0393, Japan

Phone: +81-42-674-4411

- Please write "Faculty member application documents (books) enclosed" on the front of the envelope.

* For inquiries, please send an e-mail to gm-saiyou-grp@g.chuo-u.ac.jp

The subject should be "Inquiry about open recruitment of English faculty member."