

Hiroshima University (HU) herewith makes an open international job offer and seeks to appoint Associate Professor with tenure; Associate Professor/Assistant Professor on Tenure Track System in the research area of English Language Education or Applied Linguistics. This position is based on the 'Policy for recruiting/cultivating excellent faculty members'. The university introduced this policy to create a secure environment in which junior-positioned faculty members can concentrate on their research/education.

The post above has been newly created at HU to enable the promotion of the applicant to the senior position of Associate Professor on the condition that he/she passes the tenure-track review before the tenure-track period expires. Such a system assumes that the recruited person will settle down in one place so that he/she can dedicate himself/herself to research and education in accordance with his/her proposed research.

HU provides startup support money for assistant professors. By assigning a mentor to each newly-recruited faculty member on tenure track, HU continues to develop an environment where such faculty member can engage himself/herself in research activities independently. In case the recruited member does not secure tenure, he/she will be able to extend his/her term of employment for up to one year as a specially appointed faculty member. The special appointment starts on the day following the end date of the existing employment contract for the tenure-track position.

We are looking forward to welcoming those who are prepared to go along with the principles, long-term vision and medium-term target of HU (<https://www.hiroshima-u.ac.jp/en/about>), and who are motivated and can play key roles by committing themselves to research and education at HU.

Mitsuo Ochi, President of Hiroshima University

Please refer to the following URL for details about personnel system reform of Hiroshima University.

<https://www.hiroshima-u.ac.jp/en/employment/kyoinkobo>

Date: August 26, 2024

## Faculty Open Position(s)

### 1. Affiliation (Appointment)

Academy of Hiroshima University (Institute for Foreign Language Research and Education: FLaRE)

### 2. Work location

Higashi-Hiroshima Campus 1-7-1 Kagamiyama, Higashi-Hiroshimashi

Kasumi Campus 1-2-3 Kasumi, Minami-ku, Hiroshimashi

Other places of work designated by the University.

\*The primary place of work will be the Higashi-Hiroshima Campus, with possible assignments at the Kasumi Campus approximately one day per week.

### 3. Position(s) and the number of opening(s)

Associate Professor (Focused on teaching) or Assistant Professor (Focused on teaching), one (1)

(Depending on the result of the performance reviews of the applicant at the time of employment, he/she may be decided on any of the following titles: Associate Professor on Tenure Track System/Assistant Professor on Tenure Track System)

### 4. Commencing date of employment

April 1st, 2025

### 5. Terms of employment

Tenure-track position(s) Period of employment

- 7 years (in case that tenure-track Associate Professor gets promoted to tenured Associate Professor)
- 5 years (in case that tenure-track Assistant Professor gets promoted to tenured Associate Professor)

(1) Tenure-track faculty members will undergo a tenure review at least six (6) months or more in advance of the expiration date of appointment, and those who have successfully passed the review process will be granted tenure along with promotion to associate professor.

(2) Granting a candidate for tenure is subject to two reviewing processes: an intermediate and final review. If a candidate is not granted tenure in final review, he/she will be

dismissed from the university upon completion of the term of appointment.

- (3) If a candidate has taken a leave because of some life events such as delivering a baby, child-raising and caregiving, he/she may extend the term of appointment up to certain period according to the length of such leave.

#### 6. Field of specialization

Teaching English as a Foreign/Second Language, Applied Linguistics, or a related area.

#### 7. Teaching responsibilities

- (1) Teaching weekly undergraduate or graduate courses for a total of 640 hours per year. Ten 90-minute classes per week will be allocated in each term (eight weeks).
- (2) Work related to the implementation of education provided by the FLaRE (Voluntary English Courses, Specific Programs, Skill Up Subjects for Graduate Students, learning counseling, etc.)
- (3) Work related to the FLaRE's educational research (teaching material developments, various projects, etc.)

#### 8. Qualifications

Applicants must satisfy all the following requirements:

- (1) Have demonstrable enthusiasm for and commitment to English language education.
- (2) Hold a master's degree in English language teaching or a related field by the time the appointment begins.
- (3) Have experience in teaching English as a second/foreign language, preferably at the college level or equivalent.
- (4) If Japanese is not the applicant's first language, he/she must have sufficient Japanese proficiency to participate in discussions on English language education.

#### 9. Application materials required

- (1) Resume (use the specified forms as shown on the website / Please remember to attach your photo on the CV)  
If you have a history of being employed by Hiroshima University (as a TA, RA, researcher, etc.) in the past five years, be sure to state all positions you have held.
- (2) List of publications and presentations (Number each publication/presentation, and underline the numbers of refereed articles. Affix an asterisk (\*) to the numbers of your five major publications or presentations.) Use the official form for listing publications.
- (3) A summary of your 3 most important research accomplishments. Include copies of those publications. Please type the summary on A4 paper. Do not exceed 300 words for each accomplishment.

- (4) Major educational activities and teaching experience.
- (5) List of acquired external funding over the last five years.
- (6) Short essay on how you believe English classes at Hiroshima University can be best taught. Write your ideas in English within one A4 page.
- (7) Documents or certificates showing the applicant's Japanese language proficiency (if the applicant's first language is not Japanese).
- (8) Your Researcher ID or ORCID information (in any format)  
N.B. The ID above or ORCID information can be confirmed from Clarivate Analytics or ORCID website.

### Important

※Download the official forms for (1) and (2) at the following site:

<https://www.flare.hiroshima-u.ac.jp/en/jobs/>

※For your application, (1) and (2) must be sent by registered mail (書留) as well as uploaded at the following site:

<https://www.flare.hiroshima-u.ac.jp/about/jobs/file-submission-c/>

### 10. Application deadline

All application materials must reach us by [5:00 pm on Thursday, October 10, 2024 (Japan time)].

### 11. Please send all application documents to the following address

Institute for Foreign Language Research and Education, Hiroshima University  
1-7-1 Kagamiyama, Higashi-hiroshima 739-8521, JAPAN

### Important

※Write in red “外国語教育研究センター専任教員応募書類在中” or “Gaikokugo Kyoiku Kenkyu Center Sennin Kyoin Obo” on the package, and send it by registered mail (書留).

### 12. Selection procedure

- (1) Selection will be made based on all application documents submitted.
- (2) Interviews (in person or online) will be conducted as needed. As a general rule, we will conduct simulated lessons in English. In such cases, please note that travel expenses will be the responsibility of the applicant. Applicants who pass the initial document review will be informed of interview date, time and format.
- (3) Hiroshima University promotes a gender-equal society in accordance with the legislative intent of the Basic Law for a Gender-Equal Society.

### 13. Employment status

- (1) If you are agreeable to the application of the Discretionary Labor System for Professional Work, you are deemed to work for 7 hours and 45 minutes a day. If not, working hours are from 8:30 to 17:00 (from Monday to Friday) and break time is from 12:00 to 12:45.
- (2) Workdays are from Monday to Friday (excluding public holidays) in principle.
- (3) Holidays are Saturdays, Sundays and public holidays in principle.

### 14. Salary, etc.

- (1) The annual salary system (II) which was enforced in October 2021 will be applied to the successful candidates.
- (2) Successful candidates may be reimbursed for travel expenses incurred for the trip from their home or former place of work to the new place of work to assume their post in accordance with the relevant regulations of Hiroshima University. For more information, please contact us.

※Hiroshima University has introduced a system whereby researchers' personnel expenses are paid out of direct expenses such as competitive research grants and joint research grants, and the obtained research financial resources can be used to improve the treatment of researchers themselves (additional Salary) and to improve the research environment.

### 15. Evaluation

We conduct individual performance evaluations for all Hiroshima University faculty members after their employment, numerically rate their performance, and salary and benefits are commensurate with performance indicators.

### 16. Employer

Hiroshima University

### 17. Miscellaneous

- (1) Probationary employment period: six (6) months
- (2) Personal information obtained from application documents will not be used or provided to any third party for purposes other than the necessary procedures related to personnel affairs, salary, and welfare. Please note that application documents will not be returned and will be disposed of in an appropriate manner.
- (3) The retirement age is 65 years old.
- (4) All the faculty members of Hiroshima University belong to the "Academy", which is the single university-wide faculty organization, and each faculty as a member of

the Academy of the University is appointed to educational and/or research organizations such as an individual undergraduate school, graduate school, research center and institute.

- (5) Faculty members may also be assigned to teaching and/or research activities in other organizations of Hiroshima University and university-wide projects.
- (6) For each specialized field of faculty, Hiroshima University has defined Minimum standards for hiring new faculty (“the minimum standards”). We use the minimum standards for the initial screening process of the applicants, and only those who have cleared the minimum standards will qualify as the candidates for the post concerned. The minimum standards used for this international job offer can be viewed by clicking the following URL link.  
<https://www.hiroshima-u.ac.jp/en/employment/kyoinkobo/>
- (7) HU provides other employment information (research job, desk job and etc.). If your spouse wishes to work for HU, please refer to the following URL link.  
employment information: <https://www.hiroshima-u.ac.jp/en/employment/>
- (8) Hiroshima University has been entirely smoke-free from January 2020.

#### 18. Contact

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