

July 17, 2023

Faculty Position
Sophia University
7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554

The Department of English Studies in the Faculty of Foreign Studies has an opening for two full-time positions (Assistant Professor, *Jokyo*, Associate Professor, *Junkyoju*, or Professor, *Kyoju*) to teach English-language courses and courses related to North American Studies, starting in April 2024.

Application Details

Position:

Assistant Professor, Associate Professor, or Professor. Two people in total. See “Contracts” below.

Contracts:

- a) The Assistant Professor (*Jokyo*) position is full-time but non-tenured with a limited contract of up to 5 years.
- b) The Associate Professor (*Junkyoju*) and the Professor (*Kyoju*) positions are tenured.

Starting date: April 1st, 2024

Requirements:

- a) PhD or PhD candidate near to completion, with research and teaching experience in North American Studies (i.e. USA and/or Canada) in the field of the social sciences, including but not limited to anthropology, cultural studies, economics, ethnic studies, gender studies, geography, history, international relations, media studies, political science, and sociology. We are particularly interested in candidates with a specialization in gender studies or environmental or social justice related topics.
- b) Native or near-native proficiency in English.
- c) Teaching experience in both English language courses and courses related to North American Studies, is preferred.
- d) Strong Japanese proficiency preferred.
- e) Has a general understanding of the founding ethos of Sophia University as a Catholic University and is open to its overall mission.
- f) Will actively participate in education and research, undergraduate and graduate school management and administrative work relating to university entrance examinations.
- g) Is able to undertake other administrative duties required by the university.

Duties:

- a) Teaching: Depending on the contract, approximately six to seven 100-minute classes a week (including English language courses) spread over four days with courses in the Department of English Studies, the Faculty of Foreign Studies, and University-wide language and/or liberal arts courses. See the following site for information:
<http://dept.sophia.ac.jp/fs/en/departments/department-of-english-studies/>
- b) Other: Committee work, Orientation Day, PTA, Open Campus, preparing and participating in Entrance Examinations, and other duties as required by the department and the faculty.

Necessary documents to be submitted:

- a) Curriculum Vitae: Use the designated format that can be downloaded from Sophia University’s WEB PILOTI shown below.
https://piloti.sophia.ac.jp/jpn/info/employment/20230717department_of_english_studies/
- b) An essay of about 1,500 words explaining your suitability for the advertised position, addressing your merits and what you think you can do to contribute to our department and faculty.
- c) Copies of three publications.
- d) Two letters of reference.

Application Procedure

1. a) Curriculum Vitae, b) essay, c) copies of three publications: Please send these in PDF format to the department office email address below. The documents must include the full name of

the applicant in their file names.

E-mail: dp-engst@sophia.ac.jp

Note: If it is difficult to send complete books in PDF format, please send a PDF file of at least two or three chapters including the first chapter. If your books have been reviewed in any journals, you may also send us the reviews.

2. d) Two letters of reference: Please ask your referees to send their references as PDF files to the office of the Department of English Studies at Sophia via email to the address below. The file names of the reference PDF files must include the name of the applicant.

E-mail: dp-engst@sophia.ac.jp

Application due date: August 17, 2023. (All documents must be received by this date.)

Selection Process:

+Shortlisted applicants will be notified by mid-September 2023.

+Interviews will be held on Sunday, September 24, 2023.

+Some financial assistance may be available for those coming to interview from a distance.

Other information

Semesters:

Spring: From April to September with a summer vacation.

Autumn: From September to March with a Christmas-New Year's break and a spring break.

Office:

Furnished, with network connection but no computer.

Salary:

In accordance with Sophia University's employment regulations.

Benefits:

Financial assistance is available for moving, housing costs, and dependent family members. A research fund is also provided.

Note: The application and accompanying materials will not be returned.

Sophia University was founded by Jesuit missionaries in 1913 and continues to maintain its ethos of Catholic humanism. It welcomes students and staff without discrimination on grounds of nationality, race, religion, gender or sexual orientation.

Inquiries:

Lisa Fairbrother

Chair, Department of English Studies, Sophia University

E-mail: l-fairbr@sophia.ac.jp