



## Recruitment Guidelines for a Faculty Member by Special Appointment

- Title of Position: Professor/Associate Professor/Assistant Professor by Special Appointment  
(Contract is renewed every year, with a maximum term of 5 years)
- Number of applicants: 1 person
- Scheduled hiring date: April 1, 2025
- Fields of specialization: TESOL, applied linguistics, cultural studies in English-speaking countries, and related fields
- Work details: The person will deal with the following:
- (1) Dealing with English subjects offered by the Center for Language Education and Research
  - (2) Operations related to center/university management
    1. Curriculum and program development
    2. Coordination of courses by track and level
    3. Committee work within the Center (including committee management)
    4. Operation of out-of-class language learning support program
    5. Operation and management of English placement tests
    6. Management of high school English speech contests, etc.
    7. Teacher coordination (including preparing English documents for teachers)
  - (3) Development and promotion of FD activities and teacher training programs (EAP, EMI, etc.)
    1. Development, management, and promotion of FD activities and teacher training programs within CLER
    2. FD activities targeting the entire university, development, management, and promotion of teacher training programs, etc.
- Work location: Sophia University Yotsuya Campus (Chiyoda-ku, Tokyo)
- Application qualifications (Must meet all of the conditions below):
- (1) Applicants must understand the founding spirit and educational philosophy of Sophia University, which is based on Christianity (Catholicism).
  - (2) Possess a doctoral degree or equivalent.
  - (3) Must have experience in teaching at a higher education institution.
  - (4) Be able to give lectures and guide students in both English and Japanese.  
Also, the candidate will be required to conduct meetings and campus business in both languages.
  - (5) The candidate will be required to conduct face-to-face classes at Sophia University Yotsuya Campus from April 1, 2025.
- Salary, benefits, etc.: Salary and other benefits are based on Sophia School Corporation regulations.

Application deadline: **Monday, May 6, 2024 (must arrive by 23:59.)**

Documents to be submitted:

- (1) Resume/Achievements List (Please attach a photo. Include academic background since high school, work history, educational history (English classes taught in the past), academic activity history, campus administrative history, and achievements in social contribution.)
- (2) Overview of research to date and aspirations regarding education, research, and various activities after assuming office at this center (If written in Japanese, approximately 1200 characters should be written. If you choose to write in English, around 400 words will be required.)
- (3) Three main papers (must be converted into PDF)  
\*If written in a language other than Japanese or English, please include an abstract (Japanese) of approximately 400 characters.  
\*For books, please enter the ISBN in the list of achievements.
- (4) Documents proving your final academic background (copy of degree certificate, etc.)
- (5) Two letters of recommendation (free format)
- (6) A concept/proposal for a program that you would like to implement at Sophia University, created by selecting one from the two items in "5 (3)" will be required. (free format, no limit on number of characters)

\*Please download the application form (1). Personal information provided in submitted documents will be used only as materials for faculty recruitment and selection, and will be handled appropriately in accordance with the Personal Information Protection Act.

\*Please convert all documents into PDF files and send them by email to:

**Center for Language Education and Research Sophia University**  
**info\_cler@sophia.ac.jp**

Please note that the title of the email should be "Application for a Faculty Member by Special Appointment 2025."

\*The recommender must send the letter of recommendation directly via email to the address below. Please note that the title of the email should be "Letter of Recommendation 2025."

Selection method:

First selection: Document screening

Second selection: Interview

Interview date: **June 8th (Sat), June 9th (Sun) (back-up date)**

Final selection: Board member interview (After passing the second selection round, applicants must promptly submit copies of all their diplomas since graduating from the department.)

\*Selection results will be notified as soon as they are decided.

Submit documents to:

info\_cler@sophia.ac.jp

Contact:

info\_cler@sophia.ac.jp \*We do not accept telephone inquiries.