

May 2, 2024

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 one full-time position (Assistant Professor, *Jokyo*, Associate Professor, *Junkyoju*, or Professor, *Kyoju*), starting in April 2025, to teach English-language courses and courses related to the English-speaking world, with a specific focus on “Diversity, Equity and Inclusion” and/ or “Creative Studies”.

Application Details

Position:

Assistant Professor, Associate Professor, or Professor. 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. During their contract term, *Jokyo* are able to apply for a review to assess their suitability for promotion to a tenured position.
- b) The Associate Professor (*Junkyoju*) and the Professor (*Kyoju*) positions are tenured.

Starting date: April 1st, 2025

Requirements:

- a) PhD or PhD candidate near to completion, with research and teaching experience in areas that meet the main objectives of either or both "Diversity, Equity, and Inclusion" and "Creativity." Specifically, applicants should be engaged in research in cultural anthropology, cultural studies, ethnic studies, gender studies, sociology, political science, economics, geography, or international relations, or research and/or creative activities in arts fields, such as theater, film, and fine arts, with a focus on the English-speaking world.
- b) Native or near-native proficiency in English. We welcome candidates of any nationality.
- c) Teaching experience in both English language courses and courses related to the candidate's specific research field, is preferred.
- d) Japanese proficiency preferred.
- e) A general understanding of the founding ethos of Sophia University as a Catholic University and is open to its overall mission.
- f) Active participation in education and research, undergraduate and graduate school management and administrative work relating to university entrance examinations.
- g) Ability to undertake other administrative duties required by the university.

Duties:

- a) Teaching: Depending on rank at the time of hiring, approximately five 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 and the possibility of graduate school teaching. 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.
(Scope of Change) The duties determined by the Sophia School Corporation.
- c) All teaching on the Yotsuya campus unless otherwise specified by Sophia University.
(Scope of Change) The campuses determined by the Sophia School Corporation.

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/eng/info/employment/20240502_des_e/
Please make sure to include any external funding that you have received.

- 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 or creative works (practice-based research output)
- 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: June 12, 2024. (All documents must be received by this date.)

Selection Process:

- +Shortlisted applicants will be notified by early-July 2024.
- +Interviews will be held on Saturday, July 27th, 2024.
- +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:

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