

ANNOUNCEMENT OF FULL-TIME TEACHING POSITION

The College of Liberal Arts, Department of International Cooperation and Multicultural Studies at Tsuda University is seeking qualified applicants for the following position:

1. Department: Department of International Cooperation and Multicultural Studies (International Cooperation Course)
2. Position: Tenured full-time lecturer (専任講師), associate professor (准教授) or professor(教授)
3. Number of Positions Available: One
4. Expected Starting Date: April 1st 2025
5. Place of Work: Kodaira campus
6. Requirements:
 - 1) Applicants should be conducting research from the perspective of the Global South on issues related to migration and refugees, population, conflict and peace, development, and/or human rights.
 - 2) Applicants must be able to teach "Global South and Fieldwork", "Introduction to Area Studies", Seminars and graduation thesis supervision (International Cooperation Course), lectures related to the applicant's specialization, and instructions for conducting field research.
 - 3) The applicant must have research experience in the humanities or social sciences based on fieldwork and be passionate about fostering human resources able to contribute to the field of international cooperation in the future.
 - 4) Completed doctoral degree, or equivalent academic qualification.
 - 5) The applicant should understand the university's founding principles and contribute to education and research as well as perform administrative duties both inside and outside the university, such as entrance exam related work.
 - 6) The language of instruction should be principally in Japanese. The successful candidate should also be able to give a class or classes in English if required.
 - 7) Supervision of graduates in areas related to the candidate's specialty may also be required.
 - 8) Persons of any nationality are encouraged to apply, but applicants should have Japanese ability sufficient to function in a Japanese university environment.

7. Application Materials and Method:

Using the Google Form (<https://forms.gle/rdVoWoxRgiwsCcRK9>), fill out the required information in Japanese (1), and attach the materials listed below (2)-(7) in PDF form. Regarding (8), please choose a) submission by a referee via Google Form, or b) submission by an applicant via mail.

(1) The Entry Form

(2) Curriculum Vitae in Japanese (including details of classes taught to date). No fixed format.

(3) List of all academic publications and presentations including M.A. and Ph.D. Please specify whether articles are peer reviewed.

(4) Three major publications.

* For those publications, such as books, that cannot be attached as a PDF in the Google Form, please send the original or a copy separately by post (see 8 below).

(5) Summary in Japanese of the three major publications (around 400 characters each).

(6) An outline of the applicant's future research and educational plans and aspirations (around 1,000 characters in Japanese).

(7) Copy of graduation certificate and/or transcript of the highest degree earned.

(8) Letter of Recommendation from someone familiar with the applicant's personal character and research.

a) Submission of a Letter of Recommendation via Google Form. Google Form for a referee
URL: <https://forms.gle/YeRnCQDBAGj1T918>

b) Submission of a Letter of Recommendation by an applicant by post (see 8 below). The letter should be sealed.

*Additional materials may be requested following the initial screening. .

8. Postal address for materials that cannot be sent via the Google Form

2-1-1 Tsudamachi, Kodaira-shi, Tokyo 187-8577

Department of International Cooperation and Multicultural Studies,

College of Liberal Arts, Tsuda University

*Please write 「グローバル・サウス教員応募書類在中」 clearly on the front of the envelope and send by registered mail (簡易書留) or Letter Pack Plus.

9. Application Deadline: April 18th, 2024 (4pm) (materials sent by post should arrive no later than this date).

10. Selection Schedule:

First Stage: After initial screening of the application materials, short-listed candidates will be contacted.

Second Stage: Those who pass the first stage will be invited to interview and give a lecture to take place around the middle of June 2024.

*Interviews/lectures will take place at Kodaira Campus. Candidates will not be reimbursed for travel expenses. We will contact you after the selection process ends.

11. Working Conditions and Benefits:

Working hours: Estimated at 7 hours a day, under the category of Discretionary Labor System for Professional Work (専門業務型裁量労働).

Salary: Based on university regulations.

Days Off: Saturdays, Sundays, Public Holidays, and Days Designated by the University. However, employees may be required to work on holidays for classes and other reasons.

Retirement Age: 68

Insurance: Employees will be enrolled in the Japan Private Schools Promotion and Mutual Aid Association (日本私立学校振興・共済事業団), as well as employment insurance and workers' accident compensation insurance.

12. Miscellaneous

- (1) Enquiries: E-mail: gskoubo2024@tsuda.ac.jp. Please specify “問合せ「グローバル・サウス人事」” in the title of your email.
- (2) Tsuda University is an equal opportunities employer with a policy of promoting internationalization and diversity and does not discriminate in any way on the basis of nationality, gender, faith, or disability in the process of recruitment or promotion of teachers.
- (3) Personal information will be treated confidentially in accordance with the University's regulations on personal data protection, and will not be used for any purpose other than selection of personnel.