

Eikei University Full-time Faculty Application Guidelines

1 Affiliation and Job Title: Department of Social System Design, Faculty of Social System Design
Professor or Associate Professor: 1

2 Areas of expertise to be solicited: Practical English

3 Ideal Candidate

- Individuals who can demonstrate leadership in improving the IEP to enhance students' English proficiency.
- Individuals who can support students in learning English independently and engage with them enthusiastically in their studies.
- Individuals who can conduct classes that cultivate communication skills with people of diverse values.

4 Subjects and duties to be assigned

○Courses to be taught (The course names are up to date for the 2025 academic year.)

<Major Subjects>

- Intensive English Program

Listening English I and II, Writing English I and II, Reading English I and II,
Speaking English I and II, Supplementary TOEFL (Inside and outside the regular curriculum.)
You will be responsible for teaching four to eight classes per week, each quarter.

- Fundamental Courses

One Subject from Academic Reading, Academic Writing, Communicative English,
Current English, Presentation English, etc.

<Common subjects for all teachers>

Project Based Learning Exercise Courses (Degree Project)

From the 2027 academic year, you will be responsible for teaching Academic Foundations
Courses (university learning, writing, self-directed learning techniques, etc.) and
'Introduction to Social System Design' in an omnibus format.

○Internal operations

(operations related to academic affairs, entrance examinations, student recruitment,
student support, career path and employment support, etc.)

○Regional/industry-academia collaboration work

(various extramural collaboration courses, open lectures, etc.)

5 Application Requirements

A person who meets all of the following requirements

- (1) At the time of application, applicants must hold a master's degree or higher.
Preference will be given to applicants with a degree in a field related to English Education, such as TESOL, Intercultural Communication or Applied Linguistics.
- (2) Individuals with at least five years' experience of teaching English to non-native speakers at institutions of higher education, including part-time lecturers.
Applicants must be able to give classes in English and Japanese.
- (3) Those who can actively engage in self-development, class improvement, open class, and overall curriculum improvement based on the university's basic FD (faculty development) policy.

- (4) Individuals with experience in developing and implementing courses, as well as a proven track record in educational reform at departmental level and improving English education. Experience of teaching TOEFL (ITP or iBT) and/or holding a TESOL qualification would be an advantage.
- (5) Those who can work with faculty members in other fields to help run English classes.
- (6) Those who can conduct education in cooperation with various domestic and international entities such as companies, international organizations, universities, NPOs, and local governments.
- (7) Those who do not fall under any of the disqualification clauses stipulated in each item of Article 9 of the School Education Law.

6 Application deadline: March 31, 2026 (Tue.) , 17:00 (must arrive by this date)

7 Scheduled date of employment: September 1, 2026 (Tue.) or as soon thereafter as possible
(The date of arrival will be agreed with the successful candidate. However, must be in place by January 1, 2027)

8 Type and duration of employment

- In principle, the tenure-track system will be used. In addition, depending on the outcome of the review, those recognized as professors may be subject to a mandatory retirement age from the date of their appointment.

<Tenure track system>

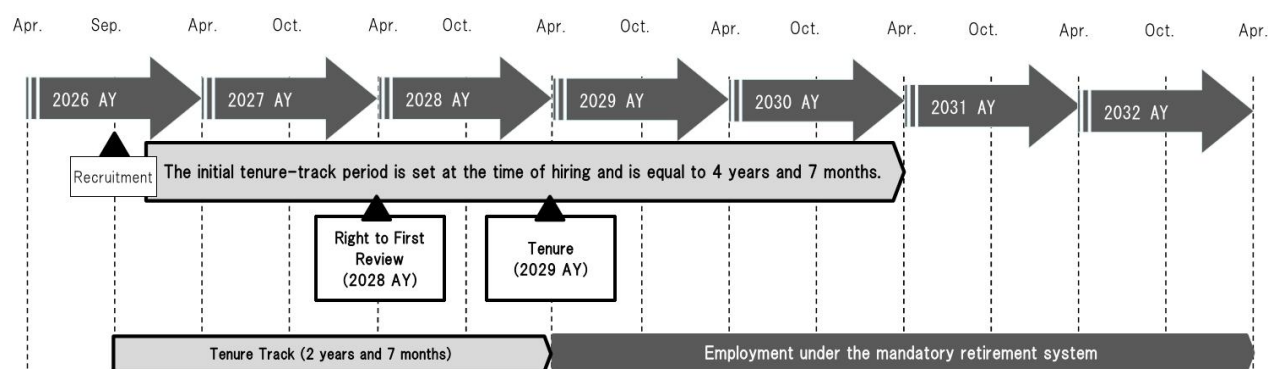
The term of office is within five years, and if you pass the tenure review, you will move to a mandatory retirement system.

In principle, you can take your first review after the two-year anniversary of your date of hire.

If you do not pass the first review, you may take the screening again in the year following the year in which you took the first review.

- The retirement age is sixty-five (65) years of age. A teacher must retire on the first March 31 following the date on which he/she reaches the retirement age.

Example) The September 2026 hires will pass the first review.



Reference: https://www.pu-hiroshima.ac.jp/p/reiki/reiki_int/reiki_honbun/u378RG00000409.html
https://www.pu-hiroshima.ac.jp/p/reiki/reiki_int/reiki_honbun/u378RG00000410.html

9 Documents to be submitted

- (1) Application form (Form No. 1): 1 copy
- (2) Curriculum vitae (Form No. 2): 1 copy
- (3) Education and Research Achievement Report (Form No. 3): 1 copy

- (4) Books or major papers (reprints or copies are acceptable): Up to five items
Please circle the number on the Education and Research Achievement Form in (3).
- (5) Aspirations for education and research at the university
(A4, 1 page maximum, any format) : 1 copy
- (6) The ideal candidate will have achieved outcomes in developing and implementing courses aimed at educational reform at department level, as well as improving English education.
(A4, 1 page maximum, any format) : 1 copy
- (7) Status of Acquisition of Research Funds (External Funds) (Form No. 4): 1 copy
Please specify whether you were the principal investigator or a co-investigator and list the grants in chronological order.
(If there is no acquisition record, it is not necessary.)
- (8) Either of the following documents (i) or (ii), and (i) should be written on the application form)
 - (i) Names and contact information for two people who can provide information on the applicant.
 - (ii) Letter of recommendation (optional format; specify the recommender's affiliation and position) 2 copies
 For both (i) and (ii), applicants from fields other than the applicant's specialty are acceptable.
- ◎ Upon preparation of (2) and (3) above, please refer to the attached "Notes on Preparation of Application Documents".
- ◎ Additional materials may be requested when necessary.
- ◎ Please download the designated form from the university website.
<https://eikei.ac.jp/news/11108/>

10 Screening Method

- (1) Documents will be reviewed and interviews will be conducted in accordance with the University's faculty selection criteria.
- (2) The date of the interview will be announced separately to those who are eligible for the interview.
- (3) In addition to the interview, the applicant will give a presentation on your achievements in improving English education, as well as your proposals for further improvements at Eikei University of Hiroshima. In addition to the interview, the applicant will be asked to give a presentation on his/her aspirations for education and research at the university. The event will be conducted in both Japanese and English. Interviewees will be contacted separately with further details. If necessary, a second interview will be conducted.
- (4) The interview may be conducted online.
- (5) Expenses for the interview (including the second interview) will not be paid.

11 Where to submit application documents

1-5, Nobori-cho, Naka-ku, Hiroshima City, Hiroshima 730-0016, Japan

To: Eikei University of Hiroshima, Academic Planning Division

The application documents should be sent by registered mail or international courier service with "Application for faculty position in Practical English" written in red on the envelope.

12 Contact

E-mail: academic-planning@eikei.ac.jp

Please contact us via email.

13 Work location

1-5, Nobori-cho, Naka-ku, Hiroshima 730-0016, Japan

14 Things to keep in mind

- (1) In principle, application documents will not be returned.
- (2) The personal information provided in the application documents will be used only for the purpose of selection.
- (3) Candidates will be required to submit documents proving the degree they hold (or, for those with other educational backgrounds, documents proving the graduation (completion) of their final educational background).