

学校法人東洋大学国際観光学部専任教員募集要項

I. 採用概要

1. 採用職名: 契約制外国語講師
2. 募集人数: 1 名
3. 所属学部学科: 国際観光学部国際観光学科
4. 専門分野・主な担当予定科目:
English Communication A・B(必修)／Reading and Writing(必修)／Tourism Projects and Presentations A・B(必修)／English skills for Tourism Industry(必修)／Applied Reading(必修)等 ※週 8 コース(クラス)担当、週 4 日勤務
※出向日以外に、オフィスアワーでのスピーキングテスト実施、新入生教育、科目運営会議、入学試験、カリキュラム開発、その他学校行事などに参加する必要がある。
5. 応募資格:
 - ①英語を母語とする者
(ただし、それと同等とみなしうる能力、経験を有する者も可とする)
 - ②英語教育を行うための専任講師としての資格を有する者
教 歴: 博士前期課程修了(修士の学位取得)時から大学で 2 年以上
研究業績: 博士前期課程修了(修士の学位取得)時より執筆・発表した業績を 3 本以上
 - ③授業を 8 コマ(1 コマ 90 分)担当し、週 4 日勤務できる者
 - ④東洋大学白山キャンパスへの通勤が可能である者
※車、自転車、オートバイでの通勤不可
 - ⑤学内会議、入学試験等の学校行事を支障なく遂行できる日本語能力を有すること
6. 採用年月日: 2025 年 4 月 1 日
7. 勤務地: 東洋大学白山キャンパス(東京都文京区白山 5-28-20)
8. 契約制度: 年俸制による 1 年契約とし、1 期 4 年採用することができる。教育評価が高く、心身ともに健康な場合で、かつ学校法人東洋大学が必要とする場合に限り、1 期 4 年に限り契約を更新することができる。契約の更新は、当初の契約時から通算年数で 10 年を超えて契約することはできない。定年年齢 65 歳。
9. 給与: ①年俸制 総額 600 万円(税込み)、交通費別途支給
 - ②研修費 年間 28 万円
 - ③退職金 支給しない
 - ④その他 契約書に従う。契約書に定めていないことは、学校法人東洋大学就業規則に準ずる。

II. 応募方法

1. 提出書類(別紙「応募書類作成要領」を必ず確認のうえ、作成・ご提出ください。)
 - (1)教員履歴書(所定書式).....1部
※本学ホームページ「採用情報」にてシステム入力後、印刷。
 - (2)教育研究業績書(所定書式).....1部
※本学ホームページ「採用情報」にてシステム入力後、印刷。
※教育業績に関するリストや資料、または担当科目の進め方に関する資料を別紙で提出することができます。
 - (3)主要研究業績書(所定書式).....各1部
※主要著書・論文 3 点の書籍・掲載誌またはその抜き刷りなど(コピー可)
に、その概要(任意書式)を 200 字程度にまとめ、添付して提出。
選考終了後に当該書類の返却を希望される方は、返信用封筒(宛先記入、切手貼付)も同封してください。
 - (4)これまでの教育実績と本学及び学部・学科の教育に対する抱負(所定書式)・・・1部
※「教育活動」「研究活動」「国際化」の点から 1000 字程度でまとめてください。
書式は本学ホームページ「採用情報」よりダウンロード。
 - (5)業績等について意見を伺える方 2 名の氏名および連絡先(任意書式).....1部
2. 応募締め切り: 2024 年 9 月 19 日(木)(必着)

3. 応募書類提出先:

〒112-8606 東京都文京区白山 5-28-20

東洋大学国際観光学部教務課 宛

※封筒に、「国際観光学部 <契約制外国語講師(英語)> 教員応募書類在中」と朱書きの上、書留もしくは宅配便で送付願います。

Ⅲ. 選考方法

1次選考 書類審査

※合格者のみ 10 月上旬に 2 次選考の案内を通知いたします。

2次選考 英語による模擬講義(15 分程度／本学関係教職員による聴取)・面接

〔10 月 24 日を予定〕

- ※ 2次選考は1次選考通過者に対し行い、模擬講義テーマ、面接時刻等詳細な案内を別途送付いたします。
- ※ 2次選考後、改めて本学役員による面接を実施いたします(面接日は後日通知)。
- ※ 交通費等の経費は自己負担となりますのでご了承ください。
- ※ 2次選考通過者には、学部卒業証明書、大学院博士前期(修士)課程、博士後期課程修了証明書等(各1通・発行日から3ヶ月以内のもの)を提出いただきます。

Ⅳ. お問い合わせ先

東洋大学 国際観光学部教務課 採用担当

E-mail: ml-itm-kyomu@toyo.jp

Ⅴ. 参考

東洋大学 採用情報ホームページ https://j-sys.toyo.ac.jp/pms/app/saiy_f1550

東洋大学 国際観光学科ホームページ <https://www.toyo.ac.jp/academics/faculty/itm/>

【個人情報の保護について】

応募書類に記載された個人情報については、採用以外の目的には使用いたしません。なお、採用が確定した方の応募書類については、雇用管理のために利用し、その他の方の応募書類は本学で責任をもって処分します。

Announcement for a Contract-based Full-time Foreign Language Lecturer Position

Please read the following and submit the application forms in Japanese to the address specified below.

I. Outline of Teaching Position

1. Type of Employment: Contract-based Foreign Language Lecturer
2. Status: Full-time Lecturer
3. Number of positions:1
4. Department: Faculty of International Tourism management
5. Main Courses to be Taught: English Communication A・B／Reading and Writing／Tourism Projects and Presentations A・B／English skills for Tourism Industry／Applied Reading
6. Lesson requirements: teach 8 classes 4 days a week consisting of a combination of compulsory and elective content-based classes related to general English proficiency and English for the tourism industry, covering four skills of reading, writing, listening and speaking
- *Additional responsibilities: in addition to teaching classes, the instructor must have scheduled weekly office hours and be available to conduct oral proficiency interviews with students for placement and evaluation purposes, as well as be dedicated to developing the strength and diversity of educational goals of our faculty. Finally, instructors must attend scheduled university events including freshmen orientation, entrance exams, and designated committee meetings.
7. Candidate requirements:
 - a) a native English speaker/ Japanese with English native-like proficiency
 - b) have previous experience teaching at university and research achievements:
 - Teaching Experiences:
More than 2 years of teaching experiences at universities after obtaining a Master's degree, including writing, reading and content-based classes.
 - Research Achievements:
More than 3 publications after obtaining a Master's degree.
 - c) competent to teach the subjects listed above.
 - d) live within a reasonable commuting distance of the campus (No commuting by car, bike or bicycle is allowed)
 - e) have sufficient Japanese language skills (Japanese Proficiency Test level II or above preferred) to accomplish duties on committees and at entrance exams.
8. Starting date of employment:
1st April 2025. Please note employment will not begin before this.
9. Workplace:
Toyo University Hakusan Main Campus—5-28-20 Hakusan, Bunkyo-ku, Tokyo
10. Contract Duration:
 - ① One-year contract subject to annual renewal up to three times (for a maximum total of four years) if Toyo University acknowledges the need to do so and the lecturer's performance is highly evaluated.
 - ② Depending on work performance, the contract may be extended annually for up to an additional four years, provided that Japanese labor laws at the time allow for such an extension.

※ Previous years taught at Toyo will not count toward the contract limits unless the teaching occurred within six months of the beginning of the contract (i.e. the years taught on any Toyo contract that extends beyond September 30, 2024 will count toward the contract limits.)
11. Salary and benefits:
 - ① Annual salary: JPY6,000,000 (pre-tax)
Payment shall be made on a monthly basis in the amount of JPY500,000 (pre-tax).
 - ② Transportation for commuting to be covered separately with amount depending on location of residence.
 - ③ Annual allowance for training purposes: JPY280,000
 - ④ No retirement allowance provided.

※ Enrollment in Shigaku Kyouzai (The Promotion and Mutual Aid Corporation for Private Schools of Japan)

with the same privileges as members of Toyo University faculty in regard to the use of Toyo University's welfare facilities; membership dues will be shared evenly by Toyo University.

12.retirement age: 65

II. Application Procedure

1. Application Materials

- (a) **Curriculum Vitae** (Use the designated format found under 「採用情報」 on the University's website.)

URL : https://j-sys.toyo.ac.jp/pms/app/saiy_f1550

-Provide academic background, degree, and professional society activities, via the University website system. Applicant's with teaching experience, should also include the names of classes taught.

- (b) **Educational & Research Achievements** (Educational and research achievements should be submitted via the University website system.)

-Under "Area of Study" and "Scheduled Subjects" please provide information about related research achievements, academic research, reports, etc. Please include the name of author(s), place of publication, title, name of journal, date of publication, and page numbers. Also, indicate the three major publications with the ☉ symbol.

The addition of educational achievements lists and materials, or methods of teaching of allocated classes is also possible. After submitting the necessary information via the University website system, please also print the application, attach a photograph, stamp/sign it, and send it along with the research/educational achievements documents. *Note that incomplete applications will not be taken into consideration.

- (c) **Publications**

Please provide three publications to be evaluated, each with a 200-character abstract (copies are acceptable).

*Applicants who wish to have their publications returned should enclose a self-addressed stamped envelope.

- (d) **Statement of purpose**

A 1000-character statement of the applicant's past educational and research achievements and the aspirations for education within the Faculty of International Tourism at Toyo University, from the viewpoint of "educational activities", "research activities" and "internationalization"

(Please download the specified forms from the university website.)

URL : https://j-sys.toyo.ac.jp/pms/app/saiy_f1550

- (e) **Names and contact information of two people who can be used as referees.**

*After completing a registration on the web system, please print out (a) and (b), and send them with other required documents and materials(c), (d)and(e). (a) and (b) should be submitted with a photo and signatures.

Please note that application will be completed when all the required documents are received.

2. All documents must be received by September 19th, 2024.

3. Send application materials by registered mail (kakitome yubin) or courier service (takkyubin) to:

〒112-8606 東京都文京区白山 5-28-20

東洋大学 白山キャンパス 国際観光学部教務課宛

Toyo University

Attention: kokusaikankougakubu kyo-muka

5-28-20 Hakusan Bunkyo-ku, Tokyo JAPAN 112-8606

Please be sure to mark the following on the front of your application in red ink:

Application papers for Contract-based Full-time Foreign Language Lecturer.

III. Screening

1. Based on submitted documents

Candidates who pass the first screening will be notified by early October 2024.

2. Interviews: First interview and a model lesson (about 15 minutes) are scheduled to take place on October 24th

The interview will be conducted in Japanese but will include a model lesson taught in English without the use of materials.

*The lesson themes and other details of the interview will be announced to candidates who have passed the first screening.

*A final interview given by the university's chairpersons will be scheduled after the first interview.

(The dates will be announced at a later dates.)

*Transportation expenses for the interviews will not be covered by the university.

*Those who have passed the second screening must submit Undergraduate Graduation Certificate, Master's course, Doctoral course completion certificate, etc. (1 copy each, within 3 months from the issue date)

IV. Contact information

Toyo University

Educational Affairs Section for the Faculty of International Tourism Management

E-mail : ml-itm-kyomu@toyo.jp

V. Reference

Toyo University Employment information Website :

https://j-sys.toyo.ac.jp/pms/app/saiy_f1550

Toyo University Faculty of International Tourism Website :

<https://www.toyo.ac.jp/academics/faculty/itm/>