

June 30, 2025

Dear Heads of relevant organizations, etc

Director of Education & Student Affairs,  
Saga University  
Nishigori Dai

Open recruitment of faculty members (request)

We are pleased to inform you that we will be accepting applications for faculty positions in our university area as follows. We would like to inform you of this announcement and ask for your kind cooperation in recommending suitable candidates.

In accordance with the Basic Law for a Gender-Equal Society, women will be given priority in the recruitment process if the results of the performance evaluation and other screening procedures are deemed equal to those of other applicants.

Sincerely yours,

**1. Applicant**

Saga University (1 Honjo-machi, Saga City)

**2. Affiliation / Position**

Associate Professor or Lecturer (Full-time lecturer), Faculty of Arts, College of Humanities and Social Sciences

**3. Number of positions**

1

**4. Place of Employment / Assignment**

Honjo Campus, Saga University (1 Honjo-machi, Saga City)

Center for Promotion of International Exchange (Concurrently, Faculty of Art and Regional Design)

**5. Specialization**

Multiculturalism, intercultural communication, etc.

**6. Job duties**

○ International Exchange Promotion Services

- 1) Duties related to the planning of international-related operations
- 2) Planning and implementation of programs to accept international students
- 3) Duties related to promoting the retention of international students
- 4) Planning and implementation of Japanese language programs
- 5) Other duties related to the operation of the Center for the Promotion of International Exchange (Duties related to the dispatch of Japanese students, acceptance of international students, etc.)

○ Education and research Services

- 1) In charge of courses related to international exchange offered by the Center for Liberal Arts Education
- 2) In charge of specialized courses offered by the Faculty of Art and Regional Design (domestic and international art training, etc.)
- 3) In charge of courses offered by the Graduate School of Regional Design  
Local Employment Promotion Program for International Students  
(regional cooperation career training, regional cooperation internship, etc.)
- 4) Research on specialized fields

○Others

- 1) Services related to university administration and management

## 7. Working Conditions

Term of office: Full-time lecturer without tenure (probationary period of 3 months)

Salary: Annual salary system (in accordance with the salary regulations for faculty members of Saga University) However, university faculty members who work at Saga University on a regular basis and are covered by the Saga University Salary Regulations may continue to be covered by the same regulations.

Work schedule: 5 days a week, 38 hours and 45 minutes (Monday through Friday) 8:30 a.m. to 5:15 p.m. (12:00 p.m. to 1:00 p.m. is break time) \*7 hours and 45 minutes are considered to be worked under the discretionary labor system for specialized work.

Holidays: Saturdays, Sundays, national holidays, and year-end and New Year holidays (December 29-January 3)

Health insurance: Mutual aid association of the Ministry of Education, Culture, Sports, Science and Technology, workers' accident compensation insurance, and unemployment insurance.

Remarks: Other details are in accordance with the Employment Regulations for Employees of Saga University National University Corporation, etc.

## 8. Qualifications

- 1) Applicants must have a doctor's degree in the above-mentioned specialized field, or equivalent or higher achievement.
- 2) Applicants must possess the English language skills necessary to promote international exchange at the University
- 3) Non-native speakers of Japanese must have communication skills equivalent to N1 of the Japanese Language Proficiency Test.
- 4) In addition, applicants with the following experience and achievements are desirable
  - (1) Experience in undergraduate and graduate education
  - (2) Planning and proposal of international exchange programs, etc.
  - (3) International exchange between universities or with international organizations

## 9. Starting date

On April 1, 2026 or later on the date designated by the University.

\*People who can arrive on the date specified by Saga University are preferred.

## 10. Documents to be submitted

- 1) Resume (Form 1)  
(with photograph attached, contact information and e-mail address, and academic and professional background since high school)
- 2) List of research achievements (Form 2)
- 3) Reprints or copies of five major papers (one copy each)
- 4) Statement of research achievements (A4 paper, 3600 characters max.) (Form 3)
- 5) Teaching portfolio or educational achievements (any format, educational philosophy, teaching methods, efforts to improve teaching, future educational goals, etc.) However, if the applicant has educational achievements and has prepared a teaching portfolio, submission is mandatory.
- 6) Status of obtaining competitive research funds (Form 4)
- 7) Statement of international exchange activities (any format, approximately 2 pages of A4 sized paper)
- 8) Certificate of English proficiency such as TOEFL, IELTS, etc.
- 9) Aspirations regarding the promotion of international exchange at the University (any format, within

2,000 words on A4 paper)

10) Names, affiliations, and contact information of two persons who can inquire about the applicant (free format)

11) Certificate of degree conferred (copy of degree certificate is not acceptable)

\*Please enclose a printout of these documents as well as a PDF file saved on a recording media.

## 11. Selection process

After screening of documents, applicants will be invited for interviews (presentations on education and research, questions and answers, etc.) and mock lectures on their areas of expertise.

\*In-person or online interviews will be conducted.

\* We may conduct online interviews for those who live in distant areas such as overseas.

## 12. Application Deadline

Must arrive no later than 5:00 p.m. on Tuesday, September 30, 2025

## 13. Submission address and inquiry

1 Honjo-machi, Saga City, 840-8502 Japan (〒840-8502)

To the Office for International Planning, Research Promotion Division, Academic Research Department, Saga University

**TEL : 0952-28-8166 FAX : 0952-28-8883**

E-mail : [kokusai@mail.admin.saga-u.ac.jp](mailto:kokusai@mail.admin.saga-u.ac.jp)

Please write in red on the front of the envelope, “Application for teaching positions (Arts) at the Center for the Promotion of International Exchange” and send it by registered mail. Also, please notify the above e-mail address that you have mailed the application. In principle, application documents will not be returned.

## 14. Publication Destination

Saga University Website: <https://www.saga-u.ac.jp/other/boshu.html>

JREC-IN

Please obtain the various forms of the above submission documents from the University HP.



## 15. Other

All personal information submitted will be properly managed in accordance with the University's regulations on the protection of personal information and will not be used for any purpose other than this selection process.

In addition, the University selects faculty members in accordance with the Basic Law for a GenderEqual Society, the spirit of the Saga University Diversity Promotion Declaration (2009), and Positive Action.

(Office for Equality, Diversity, and Inclusion Website : <https://www.oedi.saga-u.ac.jp/> )

