

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

Professor or Associate Professor (Full-time lecturer), Faculty of Education, 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 Education)

5. Specialization

English Pedagogy, Foreign Language Education, English Linguistics, Linguistics (limited to English) and related fields

6. Job duties

○ Education and research Services

1) Liberal Arts: English for Liberal Arts, English Communication, Minor (English Course), etc.

2) Graduate: Advanced English for Academic Purposes, etc.

3) Research in specialized fields (English pedagogy, foreign language education, English language studies, linguistics)

○ Management and operation

1) Duties related to the operation of the Language Subcommittee of the Center for Liberal Arts Education

2) Research, verification, and formulation for the reform of the Liberal Arts English curriculum

○ International Exchange Promotion Services

1) Assist the Director and Deputy Director of the Center in planning and implementing programs for sending Japanese students to the Center in their areas of expertise, as a promoter faculty member to promote internationalization of the Center's internationally related work, and to promote other work in a comprehensive and cross-sectoral manner.

2) Other duties of the Center for the Promotion of International Exchange in cooperation with other faculty members

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) Those who specialize in English pedagogy, foreign language education, English language studies, linguistics (limited to English) or related fields, and have a master's degree or higher, or those who have research achievements equivalent to or superior to a master's degree.
- 2) Those who have experience teaching English at universities or other educational institutions and are able to conduct classes in English.
- 3) Those who have Japanese language skills that will not hinder the performance of their duties.
- 4) Those who have experience in programs conducted in cooperation with overseas universities or educational/research facilities.

9. Starting date

On February 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 Achievements (Form 2)
- 3) Philosophy on Education (About 1,000 words)
- 4) Reasons for applying and aspirations after assuming the position (about 1,200 words)
- 5) Teaching portfolio created through previous educational achievements (optional form) or mentoring
- 6) Reprints or copies of three major papers (one copy each)
- 7) Certificate of degree conferred (copy of degree certificate is not acceptable)
- 8) Names, affiliations, and contact information of two persons who can inquire about the applicant (free format)

*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.

*Travel expenses for interviews will not be provided.

12. Application Deadline

Must arrive no later than 5:00 p.m. on Friday, August 22, 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

Please write in red on the front of the envelope, “Application for teaching positions (Education) 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 retur-



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/>)

