Tamagawa University Faculty Recruitment Guidelines

Job posting URL	https://www.tamagawa.jp/introduction/person/university.html					
Title	ELF(English as a Lingua Franca) lecturer (part-time) positions（玉川大学）					
Assigned department	Center for English as a Lingua Franca					
Application period	2026/11/10	～	2027/1/7 must be received			
	Comment	例）January 6 or when the position has been filled.				
Number of positions	5	Comment				
Hiring/Starting date	Hiring date	2027/4/1	Starting date	2027/4/1		
Research Field	Humanities & Social Sciences					
Research Major	Linguistics					
Institution Description	Tamagawa University is seeking part-time instructors for its ELF (English as a Lingua Franca) program.					
Department URL	https://www.tamagawa.ac.jp/celf/					
Work location	6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610					
Job type	Lecturer (part-time)					
Employment status	Part-time					
Contract period	Limit on period of employment	Yes	※No provisional period			
	Period	The initial contract is effective until March 31. If the university deems it necessary, the yearly contract may be renewed four times. The period of employment will not exceed five consecutive years and will not extend beyond the last day of the fiscal year in which the employee reaches the age of 65.				
Job content	Teaching university-wide ELF classes. 1 class consists of 100 minutes (two 50-minute koma). Available to teach up to 3 classes (100 min X 3 classes) from the time schedule below on Monday,Tuesday,Wednesday or Friday. Specific class schedule will be discussed in the interview. Monday, Tuesday, Wednesday or Friday Periods 1 and 2 : 9:00-10:50 Periods 3 and 4 : 11:00-12:50 Periods 5 and 6 : 13:00-14:50 Periods 7 and 8 : 15:00-16:50 Periods 9 and 10 : 17:00-18:50 (Monday and Wednesday) *Includes a 10-minute break during class time. Each semester consists of 14 weeks of classes and 1 on-demand class. You are responsible for making up cancelled classes. In compliance with our academic calendar, classes may be held on Saturdays, Sundays and national holidays in order to secure 14 weeks.					
Working hours	The schedule of classes at Tamagawa University consists of 10 periods of 50 minutes each, from 9:00 to 18:50.					
Wages	Monthly rate per 50-minute teaching period (koma): ¥11,100–¥16,100 Payment for each 50-minute teaching period (koma) is made in six monthly installments, provided that 15 classes are taught during the semester. Spring semester: Monthly payment (monthly rate per koma × number of koma taught per week) × 6 months (April–September) Fall semester: Monthly payment (monthly rate per koma × number of koma taught per week) × 6 months (October–March) If fewer than 15 classes are taught during a semester, payment will be prorated based on the number of classes actually taught.					
Additional information	【Transportation expense】Transportation expenses equivalent to the cost of public transportation up to 50,000 yen per month will be paid as applicable, even if you use your own car or other transportation method. 【Retirement】The contract will not be extended beyond the financial year in which the employee reaches the age of 65.					
Insurance	Workers' Accident Compensation Insurance					

Other conditions	The measures against second-hand smoking in your workplace : No smoking on the premises (smoking area is set outside of the building)
Qualifications	1. Qualification: A master's degree or higher in TESOL, TEFL or Applied Linguistics 2. Expert user of English with an ability to conduct ELF classes in English for students with various levels of proficiency 3. Experience in teaching English at college level preferred 4. Experience in learning a second/foreign language to the advanced level preferred 5. A substantial record of publications/conference presentations in ELT and/or related areas 6. A legal status to work part-time at a higher education institution (Japanese citizenship, permanent residency or a relevant visa)
Application documents	1. A cover letter describing your teaching and research backgrounds and your understanding of English as a Lingua Franca. 2. A Curriculum Vitae with a photograph taken within the last three months. 3. A Statement of Research Achievements, including activities conducted for professional or public organizations, publications (specify refereed or non-refereed), research papers and presentations in your area of research. 4. A Statement of Pedagogical Achievements, including classroom related publications such as textbooks, teaching materials, or lectures. 5. Names and contact information of two people who will serve as referees. Documents #2, #3 and #4, must be submitted using the designated Tamagawa University forms available in the URL below. All entries must be typed in English or Japanese. Tamagawa University application forms: https://www.tamagawa.jp/introduction/person/university.html 　履歴書（Curriculum Vitae）＜指定様式＞ 　研究業績書（Statement of Research Achievements）＜指定様式＞ 　教育業績書（Statement of Pedagogical Achievements）＜指定様式＞ The following three supplementary documents are also available on the website: "How to Fill out the Forms in Tamagawa University Format," "List of Categories, Areas, Disciplines and Research Fields," and "The Handling of Personal Information at Tamagawa University Faculties." Please read these documents and follow the instructions when completing the required forms.
Return of application documents	All the application materials you have submitted to us will only be used for the present recruitment in accordance with our Privacy Protection Policy and will be discarded once the selection process has been completed.
Submission of applications	Please combine application documents 1-4 above, in that order, into a single PDF file named "Tamagawa University Part-time Faculty Application (Applicant's Name)" and upload it via the application webpage at the URL below. After converting the documents to PDF, please check carefully that no text has been cut off. https://tamagawa-university.app.box.com/f/bc956016f95247cda0e0df324d2ea134 Selection results will be sent by email. Please ensure that your email address is clearly indicated on your CV.
Selection /notification of result	We may ask candidates for additional materials if necessary. Successful candidates will be invited to an interview. Applicants are responsible for transportation expenses for interviews. The result of your application will be conveyed by email.
Inquiry Contact	Center for English as a Lingua Franca, Tamagawa University, Tokyo e-mail: celf_recruit@tamagawa.ac.jp
Comments	CELF office will be closed on Saturdays, Sundays, National holidays, and during the winter vacation period (December 23 - January 3). The successful candidate is required to attend an orientation in March 2027.