Job Information (Okayama University)

1. **Number of positions: 1**
2. **Position:** Term-limited Contract Instructor (Specially Appointed)
3. **Department:** Institute for Promotion of Education & Campus Life (IPEC), Center for Language Education, English Section
4. **Duties will include:**
   (1) Teaching English Language courses in Undergraduate Education (30 koma per year as a standard [1 koma = 100 minutes (50 minutes x 2) x 8 sessions, including examinations]). ※ One academic year consists of four terms with 50-minute periods
   (2) Providing extracurricular English learning support at the L-café and other facilities
   (3) Developing English teaching methods and materials
   (4) Other duties, if requested by the Institute Director

5. **Qualifications:**
   (1) The ability to teach classes in English. At least two years of English teaching experience at a higher education institution (including part-time teaching) is desirable
   (2) A master's degree in English Education, Applied Linguistics, Linguistics, Intercultural Communication, International and Area Studies, or a related field
   (3) For applicants whose native language is not Japanese, sufficient Japanese ability to carry out required duties is preferred
   (4) Residing in or relocating to Okayama City (or surrounding areas) upon employment is preferred

6. **Starting date: April 1, 2027** at the earliest
7. **Term of employment:** The employment contract shall be on an annual basis and may be renewed up to a maximum of five years from the date of hire, based on performance evaluations and other factors.
8. **Employment details (in accordance with the Employment Regulations of Okayama University):** Annual salary is in accordance with the salary regulations of the National University Corporation Okayama University.
   【For reference】 Okayama University Official Website Rules and Regulations (in Japanese only)
   https://www.okayama-u.ac.jp/tp/profile/syokisoku.html
9. **Application materials:**
   (1) Curriculum vitae (use Form 1) *
   (2) List of teaching experience (use Form 2) *
   (3) List of academic publications: mark one major publication with a circle (use Form 3-1) *
   (4) A brief overview of each of the above academic achievements (In Japanese, about 400 characters; in English about 300 words) (use Form 3-2) *
   (5) One copy of the major publication marked with a circle in (3) above (an original, offprint, or photocopy is acceptable)
   (6) An essay on the future of university English education and your contribution to English education at Okayama University (in Japanese, about 1,000 characters, or in English, about 500 words) (use Form 4) *
   (7) List of three references who may be contacted later, with their affiliation and contact information (use Form 5). A letter of recommendation may be requested from candidates who advance in the selection process *
   (8) Fill out the Excel file with requested information (use the appended Form 6) *
   (9) One certificate of graduation or completion of the last course of study (a copy of the diploma or degree is acceptable)

   ** Forms 1–5 are provided in Japanese only. Applicants may complete them in either Japanese or English. Form 6 is provided in both Japanese and English.*
   The forms can be downloaded from
   https://www.okayama-u.ac.jp/tp/society/boshyu-kyoiku.html *or from the JREC-IN portal:*
   https://jrecin.jst.go.jp/seek/SeekTop

10. **Application deadline:** Applications must be received no later than December 7, 2026.
11. **Interview:** Applicants will be screened on the basis of their written application. Interviews and mock lessons will be conducted as part of the final selection process. Applicants will be notified separately. Travel expenses will be paid by applicants.
12. **Send application materials by postal mail AND by email:**
    a. **By postal mail:**
       Send application materials (1)-(9) (Forms 1-6) by **registered mail** to:
       Director, Center for Language Education, Institute for Promotion of Education & Campus Life,
       Okayama University

2-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan
NOTE: Write in red on the envelope "Application for Contract Instructor at Center for Language Education, IPEC enclosed." Please note that application documents will not be returned.

b. **By email**:
Convert documents (1) to (7) (excluding books) to PDF format and send as an attachment to the address below. In addition, document (8) (Form 6) should be sent as an attachment in Excel file format to the address below. **Please password protect** all documents before sending. Send the password in a separate email.

13. **Contact for inquiries and file submission**
Professor Junko Otoshi, Institute for Promotion of Education & Campus Life, Center for Language Education, Okayama University
Email: psr21dab ⋆ okayama-u.ac.jp (replace ⋆ with an @ mark)
NOTE: Write in subject line: IPEC Contract Instructor Job Applicant
※ Inquiries will be taken by email only.

14. **Notes:**
1) Depending on the progress of the selection process, we may ask you to submit additional documents.
2) If no suitable candidate is found, the application period may be extended, or the position may be reposted.
3) Okayama University promotes gender equality and supports female faculty members. We welcome applications from women.
4) To protect personal information, the submitted documents will not be used for any purpose other than those related to this selection process.
5) Applicants who also wish to apply for the concurrently advertised position of Associate Professor in the Division of Foreign Language Education, Institute for Promotion of Education, Okayama University, must prepare and submit a separate set of application documents for each position.