

Fixed-term Position Opening at Hosei University

1. **Faculty:** The Faculty of Business Administration
2. **Job type:** One three-year fixed-term position as a Full-time Lecturer, Associate Professor, or Professor. The Faculty has the option of offering two one-year extensions to equal a maximum employment of five years.
3. **Number of positions:** One
4. **Starting date:** April 1, 2020
5. **Educational and research fields:** Global Communication
6. **Qualifications:** Applicants should be able to provide effective instruction using English. In the case of a non-native speaker of Japanese, the applicant should possess basic communicative skills in the Japanese. They also will need to have one of the following qualifications:
 - (1) PhD
 - (2) Minimum 3 years of research experience after completing an MA
 - (3) Sufficient practical experience teaching the subjects after completing an MA
 - (4) Qualifications equivalent to the above
7. **Responsibilities:**

The successful candidate will teach:

 - (1) Classes within the Faculty of Business Administration entitled “International Communication I/II”.
 - (2) Liberal arts courses within the Global Business Program (GBP), including “Academic Literacy”, and/or also English language courses for other faculties at Ichigaya Campus (e.g. Law, Letters, and Intercultural Communication). Since the majority of students within the GBP program are students from overseas, all lessons will be conducted in English.
 - *For details about the GBP, please refer to the following web site: <http://gbp.hosei.ac.jp/>.*
 - *Teaching loads may vary; but the successful candidate is expected to teach an average of 5 classes per semester.*
8. **Salary:** Salary paid in accordance with Hosei regulations.
9. **Application documents**

Applicants should submit the following documents:

 - 1) Curriculum vitae, in Japanese or English, with a recent photograph attached, and a list of candidate’s own

publications. Please use Hosei University forms and instructions, which can be downloaded from http://www.hosei.ac.jp/saiyo/keiei_bosyu.html

- 2) For applicants with research publications, originals or copies of up to three major publications should be submitted. In the case of translated works, the original must be included along with the translation. If the applicant is submitting a Master's or PhD thesis, a 1,200 word English summary must also be submitted
- 3) An 800 word summary in English of previous and on-going research, as well as plans for future research, or of relevant practical experience including the dates
- 4) A description of their teaching experience, including subjects previously taught if applicable (approximately 600 words in English)
- 5) A statement of educational philosophy with regard to teaching at Hosei University (approximately 600 words in English)
- 6) The contact details of two referees, and a letter of recommendation by one of them

※1. *For documents (1) to (5) above, submit the original and five additional copies (six copies in total).*

※2. *For document (2), six photocopies are acceptable.*

※3. *There is no established format for documents (3) to (6)*

※4. *Application materials will not be returned. (Only original books can be returned by mail if requested in advance.)*

10. Application deadline and procedure:

- 1) All materials must be received no later than 5 pm, May 10, 2019 Japan Standard Time.
- 2) All documents should be sent by registered/trackable mail in an envelope clearly marked "Global Communication Application Materials" (「国際コミュニケーション論応募書類在中」) in red.

11. Selection process: After documents have been reviewed, short-listed candidates will be invited to an interview and demonstration lesson at Hosei University, Ichigaya Campus (Tokyo). The interview and demonstration lesson will be scheduled for September 2019.

12. Address for submission:

Dean of the Faculty of Business Administration,	〒102-8160
Hosei University	東京都千代田区
2-17-1 Fujimi, Chiyoda-ku,	富士見 2 - 1 7 - 1
Tokyo, JAPAN	
102-8160	法政大学 経営学部長 宛

13. For inquiries only: Tel:+81 (0)3-3264-9332 Fax: +81 (0)3-3264-4264

14. Faculty website: <http://www.hosei.ac.jp/english/faculty/business/>

Personal information obtained will only be used for the purpose of selection.