

February 1, 2023

To: Heads of Relevant Institutions

Public University Corporation
Miyazaki Municipal University
President Koji Sayama

Public Recruitment of Full-time Faculty Members for Miyazaki Public University (Request)

We hope that all is well with you at this time.

We are pleased to announce that the Miyazaki Municipal University invites applications for the full-time the faculty position below.

We would like to inform you of this announcement and would appreciate your recommendation of suitable candidates

Announcement of Job Opening English Teaching Position

1 Position: Full-time faculty member

2 Rank: Professor, Associate Professor, or Lecturer

3 Number of positions: 1

4 Scheduled Date of Employment: September 1, 2023 or as soon thereafter as possible

5 Coursework and Duties:

(1) Assigned Coursework:

- English I, II, III (required subjects)

These courses consist of two modules, Reading and Writing, and each module is offered once a week for 16 weeks.

- English I and III will be offered in the first semester, and English II in the second semester.
- CALL (Speaking & Listening)

- Other English-related courses (TOEIC instruction, elective English courses etc.)
- Development and management of common English curriculum and teaching materials
- Individualized instruction for students

(2) Other duties may include:

- Managing and escorting students to short-term Study Abroad Programs
- Other duties as deemed necessary by the University, such as serving on subcommittees and performing duties related to entrance examinations.

6 Qualifications

(1) Any nationality

(2) Holders of a post-graduate degree (MA / PhD.) in English as a Second Language, Second Language Acquisition, Applied Linguistics etc. are preferred.*

* Although holders of a post-graduate degree are preferred, any candidate with significant experience of teaching English and conducting relevant research will also be considered.

(3) Applicants with significant research on the relevant field or experience in developing teaching materials for university English education are preferred.

(4) Applicants with the following experiences are desirable:

- Experience in teaching a wide range of English courses at the university level
- Experiences in English Medium Instruction (EMI)

(5) Other

- As an institution that prides itself on providing a liberal arts education, applicants must show an enthusiasm for teaching and for interacting with students in and out of the classroom.
- Successful applicants will also show an understanding that Miyazaki Municipal University is a public institution and as such places great emphasis on contributing to the local community. Applicants will also be expected to contribute to the local community whenever possible.
- The University's policy is to promote gender equality and to actively recruit women if their qualifications are deemed equal during a selection process dedicated to a fair and unbiased evaluation.

7 Application Documents

The following documents are required.

However, please be sure to use the official form downloadable from the University's website.

If there are insufficient space in the document columns, please enlarge them as necessary.

- (1) [Curriculum Vitae \(Form 1\)](#)
- (2) [Curriculum Vitae \(Form 2\)](#)
- (3) [List of research achievements \(Form 3\)*](#)
- (4) [Summary of publications \(Form 4\) *](#)

*Forms 3 & 4 can be replaced with a "List of professional achievements" and/or copies of original teaching materials"

- (5) Up to 6 "excerpts" (or photocopies) of major papers and publications
- (6) ["My Views on Education" \(Form 5\)](#)
- (7) ["My Views on Contribution to the Local Community" \(Form 6\)](#)
- (8) ["My Views on Campus Work \(Committee Memberships, Admissions-Related Work, etc.\)" \(Form 7\)](#)
- (9) [Summary of work experience outside the educational institution \(Form 8\)](#) (If you have work experience, please complete this form.)
- (10) A copy of your degree
- (11) Copy of passport if you are a foreign national
- (12) Two letters of recommendation (from two persons who are familiar with the applicant's academic background and activities: one from each of the two persons. The form is optional, but please be sure to indicate the affiliation and position of the recommender(s). (If the applicant does not have a current position, the previous affiliation/position is fine, but please be sure to provide the name of the previous position.)
- (13) If you have IELTS or TOEFL scores, English proficiency test certificates, etc., please attach the original certificates if your first language is not English.

(Note)

- ① All application documents must be completed in Japanese, and documents prepared in a foreign language must be accompanied by a Japanese translation.
- ② For all publications that are "in press" and yet to be published, please provide some official certification from the publisher. Attach certificate to Form 3.
- ③ Please summarize the abstracts of three major papers (Form 4) in approximately 1,000

words each.

- ④ (Form 6), (Form 7) and (Form 8) should be summarized within 1,000 words each.
- ⑤ Please note that submitted documents (except for "excerpts" of major papers and books) will not be returned.
- ⑥ Personal information in the application documents will not be used for any purpose other than employment screening.

8 Send all application documents to:

Planning and General Affairs Division, Miyazaki Municipal University, 1-1-2 Funatsuka,
Miyazaki 880-8520, Japan

*Please write "Application for English Teaching position" in red on the front of the envelope.

*E-mail submissions will not be accepted.

*For inquiries (e-mail only): Higashi, Yamaguchi, Planning and General Affairs Division E-mail saiyou@miyazaki-mu.ac.jp

9 Application deadline: Application documents must be received by 5:00 p.m. on Monday, April 3, 2023.

10 Selection process:

Upon completion of an initial screening, all applicants will be notified. Successful applicants will then have an interview on the campus of MMU tentatively scheduled for between May 20 (Sat.) and May 27 (Sat.), 2023. Following the interview, applicants will give a demonstration lesson. Details of interview and demonstration lesson will be provided later.

11 Final notification:

The successful applicant will be notified in writing after selection procedures are completed.

12 Outline of Working Conditions

- (1) Full-time faculty member
- (2) Tenure position (The retirement age of the University is 65 years old.)
- (3) Salary and allowances will be paid in accordance with the employment regulations and salary regulations of the University.
- (4) Support from Public School Mutual Aids Associations
- (5) Research expenses will be paid according to each position.

13 Expenses for application, etc.

All expenses (postage, travel, etc.) required for application and interview are to be borne by the applicant.