

September 4, 2026

Recruitment of Specially Appointed Faculty Members

Yasuyuki Imai
President
University of Shizuoka

The University of Shizuoka invites qualified applications for specially appointed faculty positions as outlined below.

1. Affiliation

Language and Communication Research Center

2. Position and Number of Openings

Three positions in total:

- Specially appointed senior lecturer
- Specially appointed assistant professor

3. Fields of Specialization

English language education, linguistics, applied linguistics, or second language acquisition

4. Courses and Related Duties

(1) Courses may include grammar, reading, listening, speaking, writing, presentation, TOEIC preparation, TOEFL preparation, and other related English courses.

The successful applicants will normally teach ten 90-minute classes per week.

(2) Language Learning Support Duties at the Center

- (i) Preparing syllabi for English courses and selecting textbooks and other instructional materials
- (ii) Holding one office hour per week and providing consultation and support to students, including assistance with English language learning and advice regarding study abroad
- (iii) Assisting with orientation sessions and pre-departure preparation for short-term overseas language programs
- (iv) Performing other language learning support duties as directed by the Director or Vice Director of the Center

(3) **Administrative Duties at the Center**

Administrative duties include assisting with the proctoring of examinations and other related tasks.

5. Term of Appointment

The initial appointment will be for one year and may be renewed annually. However, the total period of employment may not extend beyond March 31, 2030.

6. Qualifications

- (1) Hold a master's degree or higher as of April 1, 2027.
- (2) Have experience teaching university-level English courses in English.
- (3) Preferably have experience teaching university-level English courses in Japanese.
- (4) Have a strong interest in English language education at Japanese universities.

7. Special Requirement

Successful applicants must be able to reside in Shizuoka Prefecture after appointment.

8. Application Documents

Submit one copy of each of the following documents.

(1) Curriculum Vitae with Photograph

Applicants with previous teaching experience must indicate the following information in the employment history section:

- Names of courses taught
- Periods during which the courses were taught
- Language or languages used for instruction

(2) List of Research Achievements

List all research achievements in accordance with the instructions provided at the end of this announcement under “Instructions for Listing Research Achievements.”

(3) List of Major Research Achievements

Select and list the applicant's major research achievements from the most recent five-year period under the following categories:

- Original research articles
- Books
- Other research achievements

The document must:

- Be no more than two A4 pages in portrait orientation
- Use a font size of at least 11 points

- Be submitted separately from Item (2). Entries may overlap with those included in Item (2).

(4) Major Research Publications

Submit no more than two major publications, including books and articles.

At least one of the submitted publications must be a research article. Offprints or photocopies are acceptable.

(5) Statement on English Language Education

Submit a statement in English, approximately two A4 pages in length, describing:

- The applicant's previous activities and achievements in English language education
- How the applicant intends to contribute to English language education at the University of Shizuoka based on those achievements

(6) Academic Certificates

Submit either:

- Certificates of graduation or completion certificates for all degree programs from the undergraduate level onward, or
- A certificate confirming the applicant's highest academic degree

A copy of the diploma or degree certificate is also acceptable.

(7) Referees

Provide the contact details of two individuals who can comment on the applicant's qualifications.

For each referee, include:

- Affiliation
- Mailing address
- Telephone number
- Email address

(8) Statement of Preferred Position

Submit a document clearly indicating one of the following preferences:

- Specially Appointed Lecturer
- Specially Appointed Assistant Professor
- No preference regarding position

9. Application Deadline

Applications must arrive no later than 12:00 noon on Friday, November 6, 2026.

10. Selection Process

First Stage: Screening of application documents

Second Stage: Interview

Applicants may also be asked to give a demonstration lesson as part of the interview process.

Travel and other expenses related to the interview must be borne by the applicant.

11. Expected Starting Date

April 1, 2027

12. Place of Employment

Kusanagi Campus, University of Shizuoka

13. Employment Conditions

(1) Working Days and Hours

The standard work schedule is 37.5 hours per week.

In principle, working hours are from 8:30 a.m. to 5:00 p.m., equivalent to 7.5 working hours per day.

Working days are Monday through Friday.

Saturdays, Sundays, and national holidays are non-working days under a five-day workweek system.

(2) Salary and Benefits

Specially Appointed Lecturer

Basic monthly salary: JPY 328,800

Applicants holding a doctoral degree will receive a basic monthly salary of JPY 348,800.

Specially Appointed Assistant Professor

Basic monthly salary: JPY 274,500

Additional Compensation and Benefits

- Special remuneration will be paid in accordance with University regulations.
- A commuting allowance will be paid in accordance with University regulations.
- Employees will be enrolled in employment insurance, workers' compensation insurance, health insurance, and employees' pension insurance.
- Faculty and staff housing is available for a fee ranging from JPY 15,800 to JPY 25,000 per month.

14. Submission of Applications and Contact Information

Applications must be submitted by one of the following methods.

Method 1: Online Submission through JREC-IN Portal

Combine all application files into a single ZIP file and submit it through the “Web Application” function on the JREC-IN Portal.

The ZIP file must be named as follows:

Language and Communication_Applicant’s Name

If the compressed file exceeds 30 MB, divide it into multiple ZIP files. At the end of each file name, indicate both the total number of files and the number of the individual file.

Documents requiring a signature or seal, including the curriculum vitae, must be converted to PDF format before submission.

Method 2: Submission by Postal Mail

Send the complete set of application documents by a traceable postal method, such as registered mail or Letter Pack, to the address below.

Write the following in red on the envelope:

Application Documents for Specially Appointed Faculty Position Enclosed

Applications submitted by email will not be accepted.

Submission and Contact Address:

Office of Education and Research Planning

Division of Education and Research Promotion

Administrative Bureau, University of Shizuoka

Attn: Language and Communication Research Center Recruitment

52-1 Yada, Suruga-ku

Shizuoka City, Shizuoka 422-8526

Japan

Telephone: +81-54-264-5106

Email: tyous4@u-shizuoka-ken.ac.jp

15. Additional Information

(1) Application Forms

There are no prescribed formats for the curriculum vitae or list of research achievements.

Applicants who wish to refer to sample formats may download them from the University of Shizuoka website:

<https://www.u-shizuoka-ken.ac.jp/guide/rec-bid/staff-recruitment/>

(2) Return of Application Documents

As a general rule, application documents will not be returned.

Applicants who wish to have their documents returned must clearly indicate this request and enclose either:

- A self-addressed return envelope with sufficient postage, or
- A cash-on-delivery courier label

All costs associated with returning the documents must be borne by the applicant.

(3) Handling of Application Documents and Personal Information

All submitted documents will be stored and managed securely and will be disposed of responsibly after the completion of the selection process.

Personal information contained in the submitted documents will be handled in accordance with the Act on the Protection of Personal Information and will not be used for any purpose other than the selection process.

(4) Commitment to Gender Equality

The University of Shizuoka actively promotes gender equality.

<Instructions for Listing Research Achievements>

When preparing the list of research achievements, applicants should observe the following instructions.

1. Do not include unpublished works as research achievements. Privately published works, publications issued by informal organizations, internal documents, and similar materials must not be included.
2. Reports produced as part of commissioned research or similar projects must not be included when the report was written by a team and the applicant's individual contribution cannot be clearly identified. However, such reports may be included when the author or authors responsible for specific sections can be identified.
3. Books and articles that are clearly scheduled for publication in the near future may be included. This applies to:
 - Books for which all manuscripts have been submitted to the publisher and publication has been formally confirmed
 - Articles for which the final manuscript has been accepted by the editorArticles written in English and submitted to international conferences or similar academic events may also be included.
4. For articles, clearly indicate the page numbers of the section or sections written by the applicant.

5. For co-authored books and jointly authored articles, list the names of all co-authors and contributors without omission.