

North American Regional Studies

1. Job title

Associate Professor or Lecturer (Tenure-track faculty)

2. Affiliation

(Associate Professor) Graduate School of Global Studies

(Lecturer (Tenure-track faculty)) World Language and Society Education Centre

3. Place of Work

(Immediately after hiring) Tokyo University of Foreign Studies, 3-11-1 Asahi-cho,
Fuchu-shi, Tokyo

(Scope of changes) No changes

4. Teaching responsibilities

(1) Graduate level courses including classes in Language and Culture Studies in the Master's Program in Global Studies of the Graduate School of Global Studies

-The graduate school faculty council will examine and determine whether the candidate will be in charge of doctoral courses.

(2) Undergraduate level courses including:

-Classes in the Global Liberal Arts Program (English Major Language Classes, English Minor Language Classes, etc.)

- Courses in the Core Seminar Program at School of International and Area Studies (Introductory Courses, Survey Courses, Major Courses, etc.)

-Other classes as may be required depending on the academic year or on the need for participating in a lecture series

(3) Duties regarding education, research, entrance examinations, social services, and management of the University

5. Research fields

North American Regional Studies

6. Qualifications

Prospective applicants are expected to possess a high level of capability in teaching and in guiding students' research in the applicants' areas of specialization, as well as to meet all of the following requirements at the time of the submission of application documents:

(1) have a doctoral degree (or an equivalent degree conferred in any country), or equivalent academic achievement;

(2) Those specializing in the study of United States history;

(3) Ability to teach classes (lectures, exercises, and thesis guidance) in both Japanese and English.

(4) Able to be actively involved in English education at the University.

(5) capable of performing University responsibilities in the Japanese language (Japanese citizenship is not a requirement);

(6) engage actively in educational and other University activities in accordance with the University's mission, grand design, and specific policies.

7. Scheduled employment date

April 1st 2026

8. Term of office

(Associate Professor) Full-time (Tenured)

(Lecturer (Tenure-track faculty)) Four years from the employment date

If tenure is granted by the review in the fourth year, the status will be transferred to a faculty member with no fixed term of office. If tenure is not granted, the term of office may be extended for up to one year in preparation for moving out, etc.

9. Treatment

(1) Salary

Annual salary system (the annual salary is based on work experience, performance, and other factors, and the annual salary divided by twelve months is paid monthly). Tax and co-payment of social insurance premiums (employment insurance premiums and mutual aid association premiums) shall be deducted.

(2) Work style

Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week, 7 hours 45 minutes per day)

(3) Holidays and leave

In accordance with the Employee Working Hours and Leave Regulations of Tokyo University of Foreign Studies.

Holidays: As a general rule, Saturdays, Sundays, national holidays, and the year-end and New Year holidays (from December 29th to January 3rd). However, you may be required to work on some of the aforementioned holidays designated as working days for operational reasons.

Leave: Annual paid leave, sick leave, special leave

(4) Social insurance

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employees' Pension Insurance, employment insurance, and workers' compensation insurance.

(5) Trial period

Yes (6 months)

(6) Retirement allowance

Yes

10. Application documents

(1) A Curriculum Vitae (using the form "Curriculum Vitae" designated by the University.)

(2) A list of academic publications/presentations (using the form "List of academic publications/presentations" designated by the University)

(3) Three major academic publications

- Single-authored or first-authored publications only

- If you have a doctoral degree, please be sure to include your doctoral dissertation (or a publication based on the doctoral dissertation).

If you have not yet received your doctoral degree, please submit a specific plan for obtaining it separately from the major research achievements listed above.

- The submission of additional documents may be requested during the selection process.

(4) Abstracts of three major academic publications (about one page each, using the form "Abstracts of academic publications" designated by the University)

- Please describe each of the three major publications mentioned in (3) above (in 800

- letters in Japanese or about 300 words in English).
- (5) A summary of previous teaching experience and research achievements and a statement of future teaching and research plans (two pages or less, using the form “A summary of previous teaching experience and research achievements and a statement of future teaching and research plans” designated by the University)
 - (6) Your resolutions for engaging in teaching, research, and duties of the University (in any form on A4-sized paper, horizontal writing, about 1,000 letters in Japanese or about 400 words in English)
 - (7) Application form (using the form “Application Form” designated by the University)
 - (8) Names, affiliations, job titles, and email addresses of two persons that can be referred to during the selection process (other than stakeholders of the University)

Please be sure to follow the instructions below:

- 1) Please download and fill in the application documents designated by the University from the following website.
<http://www.tufs.ac.jp/other/recruit/>
- 2) Please prepare all the documents listed above and compile them into a single PDF file in the order of (1), (2), (4), (5), (6), (7), and (8). Name the file "xx XX (Call for applications for the faculty position in North American Regional Studies).pdf." Replace “xx XX” with the applicant’s full name.
(3) As for the major research achievements, the amount of data is expected to be large, so please convert each research achievement into PDF data and upload it with the file name as shown in the example below.
"xx XX Major academic publications 1.pdf."
"xx XX Major academic publications 2.pdf."
"xx XX Major academic publications 3.pdf."
Please replace “xx XX” with the applicant’s full name at the beginning of each file name.

11. Application deadline

The deadline for entry is Wednesday, Mar 12th, 2025, at 5pm (Japan Time).

The deadline for uploading the application documents is Wednesday, Mar 19th, 2025 at 5pm (Japan Time).

12. Application method

- (1) Please send an entry email to igs-jinji2602@tufs.ac.jp with the applicant’s email address written in it. The subject of the email should be "Entry (North American Regional Studies)."
Entry deadline: Wednesday, Mar 12th, 2025 at 5pm (Japan Time)
- (2) After receiving the entry email, the University will send a message to the applicant's email address stating the URL to upload the application documents.
*If you are not notified of the URL for uploading within two days (excluding Saturdays, Sundays, and national holidays) after sending the entry email, please contact igs-jinji2602@tufs.ac.jp .
- (3) Please upload the application documents in PDF format to the designated URL.
Deadline for uploading the application documents: Wednesday, Mar 19th, 2025 at 5pm (Japan Time)
*After uploading, the University will send you an email to confirm receipt. If you do not receive a confirmation email within two days (excluding Saturdays, Sundays, and national holidays) after uploading, please contact igs-jinji2602@tufs.ac.jp .

13. Selection method

- 1) Selection will be carried out through document review and interviews.
- 2) Shortlisted candidates who pass the document review will be invited to an interview. Travel and related expenses shall be borne by the candidates. For those living overseas, the interview may be conducted using an internet-based video calling system.
- 3) Shortlisted candidates are required to submit a syllabus and teaching materials in advance of the interview.
- 4) The interview includes a teaching demonstration.
- 5) The interview with shortlisted candidates will be held in late April.
- 6) The final candidate will be invited to an interview by the University Executive Board around early July.
- 7) The selection results will be announced around the end of July.

14. Contact information

Institute of Global Studies Administrative Division, Tokyo University of Foreign Studies

E-mail: 2601igs-jinji@tufs.ac.jp

For inquiries, please send an email to the above address in Japanese.

15. Miscellaneous

- (1) Please check the website for the outline of the university.
<http://www.tufs.ac.jp/>
- (2) The personal information contained in the application documents will not be used for purposes other than this selection process.
- (3) If there is a good reason, consideration may be given with regards to the timing of starting the position.
- (4) The University promotes gender equality.
- (5) Measures to prevent passive smoking: Smoking is prohibited on the premises (outdoor smoking areas available)

16. Nota bene

This document is made in Japanese and translated into English. The Japanese text is the original and the English text is for reference purposes. If there is any conflict or inconsistency between these two texts, the Japanese text shall prevail.