

Job Opening for Associate Professor or Full Professor of Technical English Education  
Graduate School of Systems and Information Engineering  
University of Tsukuba

Graduate School of Systems and Information Engineering at the University of Tsukuba aims at academic globalization of its doctoral programs and is seeking applicants for an associate professor or a full professor of technical English education.

**1. Position:** An associate professor or a full professor

**2. Responsibilities:**

- a. To help doctoral students improve their skills in using English for writing articles and theses, presenting research, debating and discussing about a wide variety of topics in the areas of technology and engineering science through teaching lecture courses (Technical Writings I and II), seminars, and colloquial courses (Science Communications I and II).
- b. To assist Japanese faculty members to improve their skills in giving lectures in English.
- c. To liaise with other English education programs in the five doctoral programs in the Graduate School.
- d. To perform some non-educational tasks the Provost considers to be important (for example, proofreading the Graduate School's web pages, pamphlets, gist of entrance examinations, etc.).

**3. Requirements:**

The Graduate School comprises five doctoral programs (social systems and management, risk engineering, computer science, intelligent interaction technologies, and engineering mechanics and energy). Brilliant scholarly and educational achievements in those areas are not required for this position. The successful candidate will have a general and basic knowledge of technology and engineering science needed to teach the aforementioned lecture courses, seminars, and colloquial courses.

**4. Contract:**

A fixed-term contract of three-years. The term can be extended up to a maximum of two additional years.

**5. Job Location:**

Graduate School of Systems and Information Engineering  
University of Tsukuba  
1-1-1 Tennodai, Tsukuba City, Ibaraki 305-8573 Japan  
<http://www.sie.tsukuba.ac.jp/>

**6. Qualifications:**

- a. A native speaker of the English language.
- b. Experience in teaching students whose native tongues are not English.
- c. English education degree (preferred)

**7. Salary:**

Based on the annual salary scheme of the University of Tsukuba

**8. Dates for Receipt of Applications:**

January 14 to February 28, 2014

**9. Job Open Date:**

The position would begin on August 1, 2014. The successful candidate is supposed to begin teaching on October 1, 2014.

**10. Application Materials:**

- a. Curriculum vitae with the applicant's e-mail addresses and 4 x 3cm ID photo.
- b. Lists of experiences in English education, conference presentations and social contributions
- c. Lists of academic achievements (books, articles, proceedings, book reviews, etc.).
- d. Educational aspirations and plans at the Graduate School of Systems and Information Engineering (in about 1,000 words).
- e. Two letters of references.

Note:

- There are no fixed forms for the documents above. However, each of them must include the applicant's full name and be printed either in English or in Japanese.
- The letters of recommendations must be separately sent by the

references to the address shown below in 12.

- Application materials are not to be returned to the senders.

**11. Selection Procedures:**

- a. Application materials are reviewed to select applicants for interviews.
- b. The selected applicants are invited to the Graduate School for interviews. Also, they are given chances to demonstrate their teaching skills by giving mock lectures. The School pays up to 100% of the travel expenses.
- c. All applicants will be notified of the selection decision within two weeks after the interviews.

**12. Destination of Application Materials and Contact Information:**

Professor Toshiyuki Inagaki, Provost  
Graduate School of Systems and Information Engineering  
University of Tsukuba  
1-1-1 Tennodai, Tsukuba City, Ibaraki 305-8573 Japan  
e-mail: inagaki.toshiyuki.gb@u.tsukuba.ac.jp

Note: Please make sure that your application materials and letters of references will arrive at the destination no later than the last day of the recruiting calendar (February 28). To that end, the use of first class, priority, or express mail is highly recommended. Alternatively, you and your references may attach the documents and letters to e-mails addressed at the Provost.