

Kyoto Women's University Assistant Professor (Limited Term) Application Guidelines

1. Title and Number of Positions: Assistant Professor (Limited Term), Global Studies Course, Department for the Study of Contemporary Society, Faculty for the Study of Contemporary Society: One (1) Position Available
2. Specialization: Japan Studies
3. Expected Teaching Courses: Academic English I & II, Japan Studies 1 & 2, Basic Seminar II, Seminar I & II
4. Commencement Date: April 1, 2018
5. Qualifications:
 - (1) Must satisfy the conditions listed in Articles 6 and 10 of the Kyoto Women's University Regulations for the Screening of Faculty Qualifications
 - (2) Must be a native speaker of English who is also able to communicate in Japanese. Must possess a doctoral degree or be an ABD status
6. Documents to be submitted: (1) Curriculum Vitae *
 - Form downloadable from the University Website (see below).
 - (2) Two (2) copies or offprints each of three (3) publications (books or academic articles) published within the last five (5) years
 - (3) Essay on applicant's teaching and research goal at KWU: approx. 1,200 characters in Japanese or 300 words in English
 - (4) Syllabi for Japan Studies 1 and Japan Studies 2 (each worth two (2) credits (A course consists of fifteen (15) 90-minute lectures.); no set format; please submit your syllabi in English.)
7. Screening Process: A document screening and interview will be conducted in accordance with the Kyoto Women's University Regulations for the Screening of Faculty Qualifications. Interviews are scheduled to be held between Thursday, September 28 and Saturday, September 30 (Applicants from overseas may be interviewed via Skype).

(Each applicant contacted for an interview will be responsible for his/her own travel and accommodation expenses.)
8. Application Deadline: To be received by no later than 5.00 p.m. on Tuesday, September 12, 2017
9. Submission Address: Faculty Office (Gakubujimuka), Academic Affairs Division, Kyoto Women's University
35 Kitahiyoshi-cho, Imakumano, Higashiyama-ku, Kyoto 605-8501 Japan

(For applications submitted by post, please write “Application Documents for Assistant Professor (Limited Term) of Japan Studies” on the envelope and send by registered mail.)

10. Compensation, etc.: Salary, benefits and other working conditions shall be as stipulated in the Kyoto Women’s University Regulations Concerning Duties of Assistant Professors (Limited Term) and Regulations on the Term of Office of Assistant Professors.

(Employment contracts may be renewed every year, and the total period of employment shall not exceed five (5) years. The period of employment for an individual who turns sixty (60) in a given academic year shall expire on the final day of such academic year.)

Successful Applicant is required to teach ten (10) courses per year (five courses per semester).

11. Other: (1) Any and all personal information collected from submitted application documents will be handled appropriately in accordance with the University’s Regulations on the Protection of Personal Information and will not be used for any purpose other than screening of applicants.

(2) Submitted application documents will not be returned and will be properly disposed of by the University.

12. To request document forms or lodge an inquiry, please contact:

Faculty Office (Gakubujimuka), Academic Affairs Division, Kyoto Women's University

E-mail: gakuji@kyoto-wu.ac.jp

* Application documents listed in 6. (1) can be downloaded from the University’s “Employment Opportunities” page (<http://www.kyoto-wu.ac.jp/gakuen/recruit/n6eaci0000001uge.html>)

* Please note that the Faculty Office will be closed August 8-16, 2017.