Kyoto Seika University, General Education Division Recruitment Guidelines for Full-Time Faculty Member

Faculty / Department	University-wide Education Division, Center for Foreign Language Learning Support(*In charge of English Language Education*)
Available Position	Full-time Faculty (Professor, Associate Professor, or Lecturer), 1 position
Field of Specialization	English Language Education, Applied Linguistics, or Linguistics.
Background of Recruitment	The Center for Foreign Language Learning Support within the Organization for University-wide Education invites applications for a faculty position responsible for teaching English language courses and English-related courses in the teacher education program.
Expected Start Date	April 1, 2027
Term of Employment	Full-time (Tenured / No fixed term) *Retirement age is 65
Location	Kyoto Seika University (Sakyo-ku, Kyoto)
Job Description	1) Teaching English language courses and English-related courses in the teacher education program offered by the Organization for University-wide Education. 2) Giving guidance to students outside of classroom 3) Participate in student recruitment activities 4) Other teaching-related duties as assigned by the President, Vice President, or Dean of the Faculty
Expected Courses to Teach	Teaching "English 1," "English 2," "English Communication Advanced 1," and "English Communication Advanced 2," offered by the Organization for University-wide Education, as well as approximately two to four courses in the English teacher education program, such as "English Discussion," "Effective Presentation," "Linguistics," "Sociolinguistics," "World Englishes," "English Linguistics 1," "English Linguistics 2," "Methodology of English Teaching Ⅲ," and "Methodology of English Teaching Ⅳ.", etc.
Application Requirements	1) Individuals who agree with the founding philosophy of our university and have a strong interest in university education, research, and administration. 2) Individuals with a deep passion for university-level education, capable of guiding students from their perspective and actively engaging in university management. 3) Applicants must have a high level of English proficiency. 4) Applicants must be proficient in the use of ICT tools, including teaching through e-learning and developing web-based teaching materials. 5) Preference will be given to applicants who are committed to English language teacher education and have teaching experience at junior or senior high schools. 6) Individuals of any nationality who have sufficient Japanese language proficiency to fully perform university administrative duties and instruct students. 7) Individuals who are highly collaborative and capable of developing and managing courses in cooperation with others. 8) Individuals who, in accordance with the university's Diversity Promotion Declaration, respect diversity among students and staff in education, research, and employment. 9) Individuals who can establish a residence within a reasonable commuting distance. 10) Applicants must hold a doctoral degree or have an equivalent record of research achievements and must have at least one year of university-level teaching experience as of the scheduled date

	of appointment. Applicants who do not hold a doctoral degree must have at least three years of university-level teaching experience as of that date. The university has issued a Diversity Promotion Declaration, and is actively working to enhance educational, research, and working environments from a diversity-driven perspective. We welcome applications from women and researchers of foreign nationality for faculty positions.
Reference URLs *Please review before applying.	**Founding Philosophy** https://www.kyoto-seika.ac.jp/about/idea/ **Ideal Faculty Profile and Faculty Organization Policy** https://www.kyoto-seika.ac.jp/about/report/gjh1lq00000029dg-att/gjh1lq0000005tgo.pdf **Diversity Promotion Declaration** http://www.kyoto-seika.ac.jp/about/diversity.html **University Curriculum and Course Details (Seika Portal "Study Guide" & "Syllabus Inquiry")** https://portal.kyoto-seika.ac.jp/uprx/up/pk/pky001/Pky00101.xhtml
Working Conditions / Benefits	**Base Annual Salary:** 4 million − 10 million JPY *(Example) 35 years old: 356,000 JPY/month;45 years old: 476,000 JPY/month* *The monthly salary is 1/15 of the base annual salary. **Salary Increase**: Yes **Bonus**: Yes **Retirement Allowance**: Yes **Commuter Transportation Allowance**: Yes (up to 55,000 JPY/month) **Retirement Age System**: Yes **Health Insurance**: Yes **Welfare Pension Insurance**: Yes **Workers' Accident Compensation Insurance**: Yes **Employment Insurance**: Yes **Working Hours**: 09:00 − 18:00 (7.5 hours actual work) *Generally, 7.5 hours a day between 9:00 and 18:00 from Monday to Saturday, totaling 37.5 hours per week. (Working days/hours may change due to operational needs.)* **Holidays / Vacations**: Sundays, non-working days other than Sundays, national holidays, year-end and New Year holidays (According to the academic calendar. National holidays may occasionally be class days). **Year-end/New Year Holidays**: FY2026 / December 25, 2026 – January 3, 2027 (planned) **Paid Leave**: Yes (days according to the number of prescribed working days) Working conditions are based on the regulations of Kyoto Seika University.
Application Documents	Please be sure to submit the following three items: (ア), (イ), and (ウ). **Electronic Application (*Submission via JREC-IN Portal Web application function)** - (ア) Curriculum Vitae and List of Achievements (University-designated format. CV must include a photo data. The List of Achievements should be categorized into books, papers, academic conference presentations, research grants obtained, etc., and papers should be categorized into peer-reviewed and others. Affiliated academic societies and social activities should also be listed.) - 1 copy - (イ) Statement of Purpose and Educational/Research Aspirations after appointment (approx. 2000 characters) *Please download the format from the JREC-IN public recruitment page. **Mailed Documents** - (ウ) Research Achievement Materials (Books, academic papers, artworks, etc.) ・Printed materials of major books, etc., and 5 offprints of major papers (copies acceptable), each with an abstract of about 400 characters on A4 paper. OR ・Artwork Portfolio (Submit works compiled in a portfolio format, up to 3 volumes).

	*We may ask you to submit additional documents during the selection process. **<Notes on Application>** Application documents (ア) and (イ) must be submitted as electronic data via the JREC-IN Portal Web application function. Please name the files as follows: （ア）"rirekisyo-gyosekisyo-last-first.docx" Example: For Taro Seika, "rirekisyo-gyosekisyo-seika-taro.docx" （イ）"siboudouki-hofu-last-first.docx" Example: For Taro Seika, "siboudouki-hofu-seika-taro.docx" Please submit application document (ウ) by mail to the submission address below.
Mailing Address for Documents	〒606-8588　京都市左京区岩倉木野町 137 番地　京都精華大学 学長 宛 Please mail the documents by registered mail (Kakitome) or Letter Pack. Write **"「全学教育機構 外国語学習支援センター専任教員応募書類在中"** in red on the envelope, and clearly state your address and name on the front of the envelope.
Application Deadline	Valid if postmarked by Wednesday, December 16, 2026.

【Selection Process】

Document Screening: Applicants will be notified of the results by email by January 30, 2027, regardless of pass or fail.

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Second Round - Interview and Teaching Demonstration：Held at the university, for those who pass the first round only.

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Third Round - Interview：Held at the university, for those who pass the second round only.

※Notifications regarding selection will be sent to the email address or phone number listed on your resume.

※Please note that travel and accommodation expenses for the selection process will not be reimbursed.

※Personal information provided in the application documents will be used solely for this selection process and not for any other purpose (however, information of successful candidates will also be used for personnel management). In principle, submitted documents will not be returned. If you wish to have books or other items returned, please enclose an envelope with a cash-on-delivery courier slip (with required information filled out) at the time of application. Please note that we cannot return items without it.

【Inquiries】

President's Office Group, Kyoto Seika University
Weekdays 9:00 – 17:30 (Closed on weekends and national holidays)
MAIL: poffice@kyoto-seika.ac.jp TEL: 075-702-5317

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