

International Christian University

College of Liberal Arts

Announcement of Faculty Position in Japanese Language Program

Outline	<p>International Christian University (ICU) is a private and bilingual university that provides a first-class liberal arts education in a culturally and religiously diverse international community of students, faculty and staff. ICU's educational mission is based on Christian and democratic principles. ICU has approximately 3,000 students and over 150 faculty members from Japan and overseas. The university is located on a wooded campus in the suburbs of Tokyo.</p> <p>ICU operates on a trimester system and offers two tracks to help students from diverse linguistic and cultural backgrounds acquire the Japanese communication skills necessary for academic and daily life at the university: "Japanese as a Foreign Language Track" and "Japanese as a First or Heritage Language Track". Students enroll in courses according to their linguistic background, proficiency, and learning needs.</p> <p>We are pleased to announce an open search for a full-time teaching position in the Japanese Language Program (JLP) at the College of Liberal Arts in charge of this Japanese Language education as follows.</p>
Department/ Program	Japanese Language Program (JLP)
Rank & Title	Instructor by Contractual Appointment
Employment	Full-time
Term Employment	of The initial contract is for three years, with the possibility of consecutive employment of up to 10 years in total.
Employment Conditions	<ol style="list-style-type: none">1. Salary: In accordance with ICU employment regulations. See URL for details. https://www.icu.ac.jp/other/img/announcement_ref.pdf2. Allowances: Available, in accordance with ICU employment regulations (e.g., commuting allowance).3. Working hours: In accordance with ICU employment regulations.4. Social insurance: Coverage by Promotion and Mutual Aid Corporation for Private Schools of Japan (PMAC), workers' compensation, etc.
Number Positions	of 1

Qualifications	<ol style="list-style-type: none"> 1. Master's degree or above in Japanese language teaching or related field. 2. At least five years of Japanese language teaching experience in higher education. 3. Sufficient Japanese language proficiency to pursue teaching and English language ability to teach students and attend meetings. Applicants' first language and nationality will not be taken into consideration. 4. The ability to understand ICU's vision, share JLP's educational policy, and contribute to JLP as a team member. 5. An understanding of the purpose of ICU as expressed in the following statement from the University Regulations: <i>"The aims of International Christian University ... are to create an academic climate of freedom and reverence based on Christian ideals and to nurture conscientious and honorable individuals endowed with an international liberal education and the judgment to play a positive role as citizens of a democratic society."</i>
Deadline for Applications	<p>Applications must be submitted from the link below no later than 10:00 (JST) on September 1, 2025.</p> <p>(The deadline may be extended until an appropriate candidate is found.)</p>
Starting Date	April, 1, 2026
Application and Selection Process	<ol style="list-style-type: none"> 1. Register your application online and submit all the application materials online as described below. https://business.form-mailer.jp/fms/43d60f0a297044 2. In mid-October, short-listed candidates will be requested to give a lecture and will be interviewed. (Applicants will be notified of the outcome by email.)
Application Materials	<ol style="list-style-type: none"> (1) Curriculum Vitae CV should be written in both English and Japanese. The format is free. Click the link below to download an optional template. [Click here to download a Word document] (2) List of Academic Publications Do not submit actual publications unless requested. (3) Name and contact information of three academic referees. Three letters of recommendation will be requested for candidates who are selected for an interview. If the letter is written in Japanese, an English translation must be attached. We will approach your referees as necessary. (4) An essay describing why you are applying for the position.

	<p>The essay should be written in both Japanese and English. Approximately 1200 characters in Japanese and 600 words in English. The format is flexible.</p> <p>(5) Lesson plan of a recent class The plan should be written in Japanese.</p> <p>*A notification e-mail will be automatically sent after uploading. If online submission is not possible, please write to the contact person below. Please note that the system is set not to allow replies to the notification e-mail.</p> <p>File requirements:</p> <ul style="list-style-type: none"> • Format: PDF • Size: Less than 3 MB (per file) • Combine the documents into one file if possible. • File name: Family name_All (e.g., Smith_All) <p>*If it is not possible to combine the documents into one file, name the files as follows.</p> <p>Family name_CV, Family name_publication, Family name_references, Family name_essay, Family name_lesson</p> <p>Personal information will be treated with confidentiality.</p>
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Position of Contact Person	Director, Japanese Language Program
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Attached Files	N/A
Additional Information	For inquiries, please use the above email address.