

THE SCHOOL OF FOREIGN STUDIES  
of Osaka University  
Recruitment of Part-time Lecturers

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| 1. Position            | Part-time Lecturer  |
| 2. Number of Positions | 2 (at the most)   |
| 3. Affiliation         | School of Foreign Studies and/or Graduate School of Humanities, Division of Foreign Studies   |
| 4. Work Location       | Minoh Campus (3-5-10, Semba Higashi, Minoh-shi, Osaka, Japan)<br>*Candidates may also be required to teach classes at Toyonaka Campus, Osaka University (Toyonaka City, Osaka)  |
| 5. Specialized Field   | Fields related to each course   |
| 6. Responsibilities    | Teaching courses on English conversation (One class lasts 90 minutes. One course has 15 classes in a semester or 30 classes in a year.)<br>Writing syllabuses of courses<br>Evaluating student performance for each semester<br><br>Courses<br>English (communication), English Conversation  |
|                        | [Essential]<br>Applicants must have:<br>(1) native speaker proficiency in English<br>(2) general knowledge of the cultures and societies where English is spoken<br>(3) Ph.D, M.A. or equivalent certification in English language, literature and culture in the English-speaking countries, or English education<br>*Candidates may also be required to submit a copy of a certificate of their degree when they are offered the position.  |
|                        | [Preferred]<br>Applicants preferably have experience of teaching at universities or other institutions for higher education.  |
| 8. Starting Date       | April 1, 2023 or October 1, 2023, depending on course<br><br>*The employment contract for the part-time lecturer who teaches in the Spring/Summer semesters commences on April 1, 2023, and otherwise on October 1, 2023.<br>Details will be decided in a consultation.   |
| 9. Term of Employment  | From the starting date to September 30, 2023 or March 31st, 2024, depending on course<br><br>*The employment contract for the part-time lecturer who teaches in the Autumn/Winter semester ends on March 31st, 2024, and otherwise on September 30, 2023.<br>Details will be decided in a consultation.<br><br>*Following completion of the term, the contract may be extended subject to evaluation (the extension limit is 5 years from the starting date of contract with Osaka University). |
| 10. Employment Form    | Based on “72. Work Regulations for National University Corporation Osaka University Part-time Lecturer”<br><a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a>  |

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| 11. Working Hours                           | <p>Each course will be conducted in either of the following periods. The actual working hours for each course are decided after consultation.</p> <p>1st Period: 8:50 a.m.-10:20 a.m.<br/> 2nd Period: 10:30 a.m.-12:00 p.m.<br/> 3rd Period: 1:30 p.m.-3:00 p.m.<br/> 4th Period: 3:10 p.m.-4:40 p.m.<br/> 5th Period: 4:50 p.m.-6:20 p.m.<br/> 6th Period: 6:30 p.m.-8:00 p.m.</p>   |
| 12. Salary and Benefits                     | <p>Based on “72. Work Regulations for National University Corporation Osaka University Part-time Lecturer”<br/> <a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a><br/> Remuneration: 11,784 JPY per class.<br/> Commuting allowance or Travel Expenses<br/> Allowances for managing academic records may be paid.<br/> Allowance for the activity related to academic duty may be paid.<br/> *Bonuses and allowances for housing, dependency, and retirement are included in the above-mentioned salary and will not be paid separately.</p>   |
| 13. Insurance                               | <p>Industrial Accident Compensation Insurance<br/> (Medical insurance and employee’s pension insurance of the Federation of National Public Service Personnel Mutual Aid Associations and Employment Insurance may be added depending on their working hours)</p>  |
| 14. Application Documents                   | <p>Please apply using the application form.<br/> The Application form is available at &lt;<a href="https://forms.office.com/r/b9pakxtgTU">https://forms.office.com/r/b9pakxtgTU</a>&gt;.<br/> For preparing answers of the application form or for applying by e-mail or postal service, please use the following forms.<br/> If there is any difficulty in applying using the application form, please apply by e-mail or by postal service.<br/> If applicants have more achievements or other records than the number of answer boxes prepared in the application form, they can send them by e-mail or by postal service (Form 2 or any other forms).</p> <ol style="list-style-type: none"> <li>1. A Curriculum Vitae (Form 1)</li> <li>2. A list of research achievements (Books, articles, etc.) (Form 2)</li> <li>3. Questionnaire on working hours available for classes (Form 3)</li> <li>4. Efforts in English education to date and future aspirations for English education (1 sheet of A4 size. Any style.)</li> </ol> <p>Forms are available at the following website.<br/> <a href="https://www.sfs.osaka-u.ac.jp/en/employment.html">https://www.sfs.osaka-u.ac.jp/en/employment.html</a></p> <ul style="list-style-type: none"> <li>* All information must be written in English or Japanese.</li> <li>*Applicants should carefully fill in all of the necessary information.</li> <li>*Applicants should also provide their current address, phone number, and e-mail address, so that direct contact may be made during the administrative procedure.</li> <li>*Personal information in the application documents will only be used for the purpose of screening and hiring procedures, and will not be disclosed to any third party.</li> <li>*Submitted application documents will not be returned.</li> </ul> |
| 15. Sending Address and Contact Information | <p>Please apply using the application form.<br/> The Application form is available at&lt;<a href="https://forms.office.com/r/b9pakxtgTU">https://forms.office.com/r/b9pakxtgTU</a>&gt;.<br/> If there is any difficulty in applying using the application form, please apply by e-mail or by postal service.<br/> If applicants have more achievements or other records than the number of answer boxes prepared in the application form, they can send them by e-mail or by postal service (Form 2 or any other forms).</p> <p>[By e-mail]<br/> apply-p-kenshu-english@ml.office.<br/> * Add “osaka-u.ac.jp” to the above to complete the e-mail address.<br/> *Attach the application documents with full security countermeasures.</p>  |

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|                            | <p>[By postal service]<br/> Kimihito KUBO<br/> Graduate School of Humanities, Osaka University<br/> 3-5-10 Semba Higashi, Minoh-shi, Osaka-fu, 562-8678, Japan<br/> (Please write in red ink on the envelope “Application for position of part-time lecturer” and submit it by a trackable delivery method.)</p> <p>[Contact Person]<br/> Professor Miki NAKAMURA, Graduate School of Humanities, Osaka University<br/> apply-p-kenshu-english@ml.office.<br/> * Add “osaka-u.ac.jp” to the above to complete the e-mail address.</p>   |
| 16. Application Deadline   | Must arrive no later than January 18 ,2023 (Japan Standard Time)  |
| 17. Selection Process      | <p>Document screening may be followed by an interview (including a simulated lecture). Selected applicants will be notified within 2 weeks after the application deadline.</p> <p>*Travel and accommodation fees necessary for interviews are to be covered by the applicant.</p> <p>*Please note that unsuccessful applicants after document screening will not be contacted.</p> <p>* Even if applicants are unsuccessful this time, they will be registered for 5 years as candidates for the future position of teaching the courses above.</p> <p>They may be offered a position when we have a vacancy for the position. If you do not wish to be registered, please let us know in your application.</p>   |
| 18. Additional Information | <p>Concerning work conditions other than above-mentioned, please refer to “72. Work Regulations for National University Corporation Osaka University Part-time Lecturer” and/or related regulations.<br/> <a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></p> <p>Please note the above-mentioned work conditions are as of the day this employment offer is posted, and subject to change.</p> <p>Please note that foreign applicants must receive a status of residence which is required to work at Osaka University.</p> <p>We also particularly encourage applications from female candidates.<br/> Osaka University is committed to promoting gender equality and providing various supports for female academic staff members.<br/> <a href="http://www.danjo.osaka-u.ac.jp/en_lp/">http://www.danjo.osaka-u.ac.jp/en_lp/</a></p> <p>*Osaka University campuses and related facilities are smoke-free, except for designated areas.</p> <p>*There is no parking lot for cars and motor bicycles for Minoh Campus.</p> |
| 19. Recruiter              | National University Corporation Osaka University  |