

**Program-specific lecturer at International Academic Research and Resource Center for Language Education and Kyoto University International Undergraduate Program**

July 3, 2025

Job title	Program-specific lecturer (tenure track)
Number	One person
Location	(1) International Academic Research and Resource Center for Language Education (i-ARRC) and Kyoto University International Undergraduate Program (Kyoto iUP), Kyoto University OR (2) At home if permitted or ordered
Job description	<p>i-ARRC at ILAS was established to deliver innovative language education in a global society. Kyoto iUP aims to accept top-tier international students into the university's undergraduate programs and to nurture them into international graduates with specialized knowledge at the undergraduate level in Japanese. It is a 4.5-year program comprising a six-month preparatory course followed by four years of undergraduate studies.</p> <p>i-ARRC: <a href="https://www.i-arrc.k.kyoto-u.ac.jp/i-arrc">https://www.i-arrc.k.kyoto-u.ac.jp/i-arrc</a>  Kyoto iUP: <a href="https://www.iup.kyoto-u.ac.jp/">https://www.iup.kyoto-u.ac.jp/</a></p> <p>(1) Teaching courses aimed at improving English skills (90-minute classes, 6 to 8 classes per week each semester)  (2) Tasks related to planning and managing the English education curriculum  (3) Teaching preparatory courses in English for science (high school-level math, physics, or chemistry, 90-minute classes, 2 classes per week in the 2nd semester) for Kyoto iUP  (4) Serving as a mentor for Kyoto iUP students  (5) Tasks related to symposia or workshops to enhance English communication skills  (6) Research activities aimed at educational improvement such as teaching material development  (7) Tasks related to entrance examinations  (8) Committee activities within the university</p>
Required qualifications	<p>(1) A successful candidate is expected to teach courses aimed at improving English skills.  (2) A successful candidate is expected to plan and develop courses, curricula, and programs designed to enhance English proficiency.  (3) A successful candidate is expected to teach preparatory courses for science (high school-level math, physics, or chemistry) for Kyoto iUP in English.  (4) A successful candidate is expected to collaborate with faculty members to help Kyoto iUP students with their educational, academic, and daily life activities.  (5) A successful candidate is expected to have a strong commitment to the development, management, and operation of curriculum. It is desirable to have enthusiasm for developing teaching materials or curricula by utilizing generative AI.  (6) A successful candidate is expected to possess a doctoral degree or have a research achievement equivalent to it.  (7) A successful candidate is expected to have sufficient English proficiency to conduct classes, as well as Japanese proficiency necessary for fulfilling job responsibilities.</p>
Contract term	<p>From April 1, 2026 to March 31, 2031  During the above term, a tenure review will be conducted under the related regulations.</p>
Probation period	6 months
Business hours	<p>Discretionary labor system based on 7 hours and 45 minutes per day (equivalent to 8:30–17:15 work schedule with a one-hour break), 38 hours and 45 minutes per week.  If the discretionary labor system is not applied, working hours start at 8:30 and end at 17:15 (with a break from 12:00–13:00) on five days per week.  Overtime work may be ordered if needed.</p>

	Days off: Saturdays, Sundays, national holidays, year-end and New Year holidays, University Foundation Day.
Salary	Annual salary for qualifications and experience is determined in accordance with the existing employment regulations of Kyoto University.
Allowance	Any allowances such as commuting expenses, housing expenses, bonuses, etc. are NOT provided.
Social insurance	(1) MEXT Mutual Aid Associations (2) Employee's pension insurance (3) Employment insurance (4) Worker's accident insurance
Application documents	<p>Please prepare the following documents (1) to (7) in PDF format electronically, combine them into a single ZIP file, and upload the ZIP file to the URL below. Name the ZIP file as "i-ARRC_Kyoto iUP_Program-specific lecturer_[your email address]".</p> <p>URL: <a href="https://fsv.iimc.kyoto-u.ac.jp/public/gqJdgViZcMVOFVlz-ectY4jbAtSdWgpAYhEDbfmtu-mK">https://fsv.iimc.kyoto-u.ac.jp/public/gqJdgViZcMVOFVlz-ectY4jbAtSdWgpAYhEDbfmtu-mK</a></p> <p>(1) CV with email address, phone number, academic history since graduation from high school, work experience, degrees, and professional affiliations. (2) List of educational achievements such as courses taught, experience in teaching material development, textbook writing, curriculum planning and management, and other activities related to educational improvement. (3) List of Research Achievements: Please categorize your achievements into sections such as "Books," "Papers," and "Other Achievements," and list them in chronological order from oldest to newest. Clearly indicate whether each item was peer-reviewed. If any item is in press or scheduled for publication, attach documentation verifying its status. Invited talks, keynote lectures, and oral presentations may be included under "Other Achievements." (4) Three Major Research Achievements (full text): If any of the selected works are co-authored or partially authored, clearly indicate your contribution. You may be asked to submit them at a later stage. Note: If you are submitting printed books or similar materials as your major research achievements, include a PDF document stating this in the ZIP file, and send the physical materials by mail to the address below. Please mark the envelope in red with: "Application Documents for i-ARRC &amp; Kyoto iUP program-specific lecturer" Only mail sent via a traceable method such as registered or recorded delivery will be accepted. If you would like the printed materials returned, enclose a self-addressed envelope with sufficient postage and a request letter for return. The deadline for mailing materials is the same as the application deadline stated below. <u>Mailing address for the application:</u> General Affairs Section of ILAS, Academic Affairs Department, Kyoto University Yoshida Nihonmatsu-cho, Sakyo-ku, Kyoto 606-8501 JAPAN (5) Statements of Contribution: Based on your past experience, describe how you can contribute to English education at this university and to the Kyoto iUP program. The statements should be written in English and not exceed two A4 pages. (6) Certificate of Final Academic Credentials: Copy of diploma or equivalent documentation.</p>

	<p>(7) Contact Information for Two References: Name, affiliation, and contact details (email address, phone number)</p> <p>Note: We may contact these references to verify information provided in your application.</p>
Application deadline	All materials must arrive by September 30, 2025.
Selection procedures	After a review of the application documents, interviews will be conducted. A mock lesson may be required as part of the interview process. If the interview is conducted in person, travel and accommodation expenses will be the responsibility of the applicant.
Contact	<p>General Affairs Section of ILAS, Academic Affairs Department, Kyoto University</p> <p>E-Mail: A30kyouikuin@mail2.adm.kyoto-u.ac.jp (please replace * with @)</p>
Notes	<p>-The submitted documents will be used only for recruitment screening. We will not disclose, transfer, or lend these data to a third party without justifiable reason.</p> <p>-Kyoto University promotes gender equality. We expect many female researchers to actively apply.</p> <p>-As part of our university's initiatives to promote gender equality, and in accordance with Article 8 of the Equal Employment Opportunity Act, when candidates are equally qualified in the selection process, priority will be given to female applicants.</p> <p>-During the periods of interruption of educational/research activities due to childbirth or childcare, the applicant will be considered to have achieved the same level of performance as before and after the period of absence. (<a href="https://www.cwr.kyoto-u.ac.jp/">https://www.cwr.kyoto-u.ac.jp/</a>)</p> <p>-To prevent passive smoking, Kyoto University prohibits smoking at indoors and outdoors at all campuses except for the designated smoking areas.</p>