

Guidelines for Meiji University Full-time (non-tenured) Faculty Position

Issue date: June 16, 2025
Meiji University School of
Global Japanese Studies

The School of Global Japanese Studies, Meiji University, invites applications for a non-tenured faculty position as a Professor, Associate Professor, or Senior Assistant Professor.

Please follow the guidelines below to apply.

1. Number of positions: 1

2. Job title: Professor, Associate Professor or Senior Assistant Professor

Position Type: Full-time (non-tenured)

3. Starting date: April 1, 2026

4. Appointment term: March 31, 2029 (3 years)

*The initial term of appointment may be shortened to 3 years or less, depending on job performance or screening results.

*The term may be renewed (up to a maximum of 5 years) under Meiji University regulations.

5. Main Subject: “English language teaching position”

<Job duties>

* Classes in charge

"Speaking, Listening, Reading & Writing, TOEFL, TOEIC"

* Instructing classes per week

Spring semester: minimum 8 classes (4 - 5 days/week)

Fall semester: minimum 8 classes (4 - 5 days/week)

English classes are held in the 1st~3rd period.

* Other responsibilities

Any work of the school and department, such as English conversation hours, working on university committees, or entrance examination-related duties, etc.

6. Location: Nakano Campus (8-minute walk away from JR Nakano Station)

【 https://www.meiji.ac.jp/koho/campus_guide/index.html 】

7. Qualifications :

The candidate must meet all the requirements below:

- (1) Teaching experience at a university or junior college level is desirable.
- (2) The candidate must possess an M.A. degree or equivalent qualifications, preferably in TESL/TEFL.
- (3) The candidate must be a native speaker of English or have a similar level of proficiency.
- (4) The candidate should preferably have a level of Japanese proficiency adequate for daily communication.
- (5) The candidate must have academic works or research papers on applied linguistics, English education, American/British studies, American/British literature, comparative studies, or related English fields.
- (6) The candidate must be able to teach a minimum of eight "English" classes per week each semester.
- (7) The candidate must be willing to participate in the school administration and faculty meetings, etc.
- (8) The candidate must have the following number of academic works or research papers;

For candidates applying for Associate Professor: at least 8 (including 2 or more of the candidate's own academic books or academic articles with peer review)

For candidates applying for Senior Assistant Professor: at least 3 (including 1 or more the candidate's own academic books or academic articles with peer review)

*A candidate with 8 or more academic works or research papers may be employed as a Senior Assistant Professor as a result of screening.

8 Application Documents *1

- (1) Resume with photo (Use designated format)

*The photo must be pasted to the resume. A printout of the image file is not accepted

- (2) Curriculum Vitae (Use designated form)
- (3) Major academic works or research papers published in English (Photocopies are accepted).
- (4) Abstract for each academic work or research paper (800 characters in Japanese or 300 words in English).
- (5) A one-page (A4-sized) essay describing your future research and education

plans.

(6) Certificates, or photocopies of Master's or Doctoral Degree

*1 Resume and Professional Experience are designated format.

Download Meiji University format:

<https://www.meiji.ac.jp/koho/recruit/documents.html>

Please note that the selected candidate may be asked to submit additional documents.

*2 Please refer to the information below and submit the number of academic works of your choice.

Please list the academic works in the form "Curriculum Vitae": 3. Major Research Achievements, 3 Summaries of Major Research Publications."

Candidates applying for Professor or Associate Professor: at least five (including two or more of the candidate's own academic book or academic articles with peer review)

Candidates applying for Senior Assistant Professor: at least three (including one or more of the candidate's own academic book or academic articles with peer review)

The number of academic works does not guarantee the job-title. The candidate may be employed under the other title as a result of screening.

File names for application documents

The file names of the application documents should be as follows, all in PDF format.

Application documents	File names
(1) Resume	Resme_name of applicant
(2) Curriculum Vitae	CV_name of applicant
(3) Major academic works or research papers	Academicworks_1_Name of Applicant *1
(4) Abstract of each of the above major achievements	Abstract_name of Applicant *2
(5) Essay describing your future research and education plans	Essay_name of applicant
(6) Certificates, or photocopies of Doctoral Degree	Certificates_name of applicant

*1 Please prepare the abstracts in the same order as the 'Abstracts of each of

the above major achievements', from 1 to 5 (3 in the case of Senior Assistant Professors).

*2 Please submit the abstracts of your major research achievements as a single PDF file.

Document Submission

- (1) If using the JREC-IN portal "Web Application": Please compress the files into a small-size file and submit your application through portal site. Alternatively, if the file size exceeds the limit for this function, please follow instructions (2) or (3)
- (2) Submitting by email
Please send your application documents to the School of Global Japanese Studies Academic Affairs Office by email (gjs@mics.meiji.ac.jp). If you would like to use an online storage service, please let us know the details by email.
- (3) If it is difficult for you to submit documents by email, you can send them by registered mail. Please write "Application documents for Full-time English Faculty Application" on the envelope. Please use a shipping method with proof of delivery.

Mailing address

Attn: Full-time English Faculty application
School of Global Japanese Studies Meiji University
4-21-1 Nakano, Nakano-ku, Tokyo 164-8525
TEL: 03-5343-8045

9. Application Deadline: Documents must arrive by August 29, 2025.

10. Selection method: Document screening and interview

*Only selected candidates will be requested to come for an interview.

*Travel expenses for the interview will not be reimbursed.

11. Other notes:

- (1) In principle, the submitted documents will not be returned.
- (2) The personal information obtained from candidates during recruiting activities will be used to manage the hiring and post-recruitment management. If the candidate is not selected, the university will appropriately discard the personal information.
- (3) The interview is scheduled for Friday, September 26, 2025.

(The reserve date is Friday, October 3, 2025.)

12 Contacts:

Attn: Fulltime English Faculty Application
Nakano Academic Affairs Office
School of Global Japanese Studies
Meiji University
4-21-1 Nakano, Nakano-ku, Tokyo, 164-8525
Tel: 03-5343-8045 email: gjs@mics.meiji.ac.jp

Additional information

- (1) For inquiries, please contact us by email. We cannot accept inquiries by telephone. Please include “Fulltime English Faculty Position” in the email title. Please note inquiries will be checked and answered by the Screening Committee and may take approximately a week to reply.
- (2) The School of Global Japanese Studies strongly encourages female candidates to apply, per the Basic Act for Gender-Equal Society.

Kenji Suzuki
Dean of the School of Global Japanese Studies
Meiji University