

College of Arts and Sciences, The University of Tokyo

Recruitment Information for Part-Time Lecturers (English)

1.	Title Positions	Part-time Lecturer Two or more
2.	Appointment Start Date	1 October 2026
3.	Term of Employment	1 October 2026 to 31 March 2027
4.	Renewal of Contract	N/A Following an initial period, the employment agreement may be renewed on an annual basis. Renewal is subject to review based on relevant factors, including budget, job performance, and conduct.
5.	Place of Work	The University of Tokyo (Komaba Campus) 3-8-1 Komaba, Meguro-ku, Tokyo, Japan
6.	Affiliation	College of Arts and Sciences, The University of Tokyo (Department of English Language)
7.	Work Responsibility	We are hiring part-time lecturers to teach one or more of the following courses <u>in English</u> : 'English for Arts and Sciences (EfAS)', 'Intermediate English (Integrated Class, Group L)', or 'Common English'. These courses are offered as part of the Liberal Arts curriculum for undergraduate students (Years 1 – 4). For details, please see Section 21 below. One to four classes per week will be assigned. Each class is 90 minutes in length. Depending on circumstances, this may be extended to 105 minutes, with no change to compensation.
8.	Working Days	As stipulated by the University of Tokyo.
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10.	Days Off	Saturdays, Sundays, most national holidays, and the year-end and New Year holidays (December 29 – January 3). Some national holidays may fall on class days, in which case a substitute day off will be given within the same week.
11.	Salary	As stipulated by the University of Tokyo. Pay is set at either 4,000 or 6,000 yen per hour, based on the instructor's qualifications and experience. Regardless of whether a class runs for 90 or 105 minutes, each class counts as 2 hours for the purposes of calculating pay.
12.	Allowances	Transportation expenses will be provided in accordance with applicable travel expense regulations and payment guidelines. Expenses incurred in remote areas are not covered.
13.	Insurance	N/A
14.	Required Qualifications	1) Prior experience teaching English at the university level. 2) Native or near-native proficiency in English. 3) Ph.D. (or ABD with a strong record of publication) 4) Applicants must be available to teach on the scheduled days and periods of their assigned classes, and possess the skills appropriate to those classes.
15.	Application Documents	1) CV. Please use The University of Tokyo Standard Resume Format. Download the format from: https://www.u-tokyo.ac.jp/en/about/jobs.html See Example 1 or Example 4. 2) List of publications by category (books, articles, presentations, etc.);

		3) Two major publications; 4) A summary of the candidate's previous experience teaching English ; 5) Applicants may submit reference materials such as results from class evaluation questionnaires, etc. 6) Contact details for one academic referee. Please compress all of the above documents into a single zip file and upload it to the URL below. Note that uploads will not be possible after the deadline.
16.	Application Deadline	Applications must be submitted by 11:59pm (Japan Standard Time) on 4 July 2026.
17.	Contact Information	Submit the requested documents as a zip file via the following URL: https://univtokyo-my.sharepoint.com/:f/g/personal/5854247370_utac_u-tokyo_ac_jp/!gD7LpY_jG70TrdwpX0s780zAZNVjpMA1k04xPaPjJ9RgDU We will send a confirmation email within a few days of your upload. Please contact us if you do not receive a confirmation email. Yuki Hirose, Chair Department of English Language College of Arts and Sciences The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902 e-mail: tiger [at mark] eigo.c.u-tokyo.ac.jp *Replace [at mark] with @.
18.	Special Remarks	1) Short-listed applicants will be interviewed in mid-July. Interviewees will be asked to give a demonstration lesson. Interviews will be held via Zoom or in person. Candidates will be notified of the result promptly after a decision has been made. 2) Applications will not be returned. Personal information obtained for recruitment will not be used for any other purposes. 3) The University of Tokyo is committed to gender equality in hiring. 4) If you are personally in contract with foreign governmental bodies, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governmental bodies during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technologies that are designated as controlled technology thereby potentially making it difficult for you to fulfill your duties as an academic or administrative staff of the university. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope where it does not hinder the sharing of technologies necessary for your duties by the university.
19.	Recruiter	The University of Tokyo
20.	Status of Measures to Prevent Secondhand Smoke	Smoking is not permitted on campus sites, except in designated outdoor smoking areas.

21.	Other	Overview of the courses and the time schedule English for Arts and Sciences (EfAS): This is a required course for first-year students. The aim of the course is to develop reading and listening comprehension skills using unified teaching materials. Proficiency-based classes of approximately 30 students. Intermediate English (Integrated Courses, Group L): These are courses selected by students according to their own interests. Course content is determined by the instructor and may focus on reading comprehension, audio-visual materials, or presentations. Class sizes are set at the beginning of each semester and generally do not exceed 30 students. Common English: This refers to a group of courses offered as free research seminars and common language subjects in the senior program for third- and fourth-year students. They aim to improve students' language skills and develop their English communication abilities in specific fields of specialization. Time schedule: EfAS classes are held on Tuesday during 3rd and 4th periods and on Wednesday during 2nd and 3rd periods. Intermediate English and Common English classes are held from Monday to Friday. Time table <table><tr><th colspan="2">(105-minute classes)</th><th colspan="2">(90-minute classes)</th></tr><tr><td>1st period</td><td>8:30-10:15</td><td>1st period</td><td>8:30-10:00</td></tr><tr><td>2nd period</td><td>10:25-12:10</td><td>2nd period</td><td>10:25-11:55</td></tr><tr><td>3rd period</td><td>13:00-14:45</td><td>3rd period</td><td>13:15-14:45</td></tr><tr><td>4th period</td><td>14:55-16:40</td><td>4th period</td><td>15:10-16:40</td></tr><tr><td>5th period</td><td>16:50-18:35</td><td>5th period</td><td>17:05-18:35</td></tr></table>	(105-minute classes)		(90-minute classes)		1 st period	8:30-10:15	1 st period	8:30-10:00	2 nd period	10:25-12:10	2 nd period	10:25-11:55	3 rd period	13:00-14:45	3 rd period	13:15-14:45	4 th period	14:55-16:40	4 th period	15:10-16:40	5 th period	16:50-18:35	5 th period	17:05-18:35
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