Center for English Language Education (CELE)

Asia University

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Position: Visiting Lecturer in ESL/EFL
2027 Academic Year (4/1/2027 - 3/31/2028)

A. Minimum Requirements:

A Master's degree in TESL/TEFL or English Literature from an accredited university. A Master's degree in another field with a TESL/TEFL certificate may be considered.　One year of teaching experience at the university level (includes TA-ships) is also required.

B. Contract Period:

The contract period is the 2027 University academic year, which extends from April 1, 2027, through March 31, 2028. The contract renewal will be determined as follows.

（1）Determination of renewal of contract：There is a possibility that the contract may be renewed based on factors such as the actual working conditions at the end of the contract period.

（2）Renewal limit：maximum of 4 times

C. Salary:

1. Monthly salary for the position is approximately ¥320,000 before deductions for tax (if applicable) and the mandatory health insurance.
2. In addition to the regular monthly salary, the equivalent of one month's salary is paid two times a year, in June and in December.

D. Housing Allowance:

A Visiting Faculty is entitled to a housing allowance in the amount of ¥19,000 for head of household or ¥13,000 for non-head of household, per month before deductions.

E. Allowances Upon Employment:

1. Travel: Those not living in Japan at time of employment receive ¥100,000 to cover travel expenses. This will be paid within 30 days of the first day of the designated work schedule.
2. Family: ¥18,500 per month for the non-working spouse. ¥7,500 per month is provided for each child under 22 years of age.
3. Professional Materials: A one-time allotment of ¥50,000 during May.
4. Supplementary Teaching: For any teaching beyond the 20-hour workload, the extra pay is ¥2,500 (before deductions) for each 50-minute class period.
5. Health Certificate: Reimbursement for the health examination—up to ¥20,000.

F. Insurance:

All faculty are required to enroll in the Promotion and Mutual Aid Corporation for Private Schools of Japan. The membership premium is equal to approximately 20% of an individual's monthly salary and bonuses and is shared equally by the University and the employee. Coverage provided is 70% of medical and dental expenses, which is applicable for dependents as well.

G. Work Schedules:

CELE Lecturers are expected to be available from 8:45 to 17:00 Monday through Friday. This does not mean that the Lecturers must be in the office for the entire period, but that the Lecturer be available for meetings, advising, and related duties. Attendance at some additional university functions is also required. As a rule,

outside employment is not permitted during these working hours. VFMs are required to work two 13-week semesters per year. In addition, there may be a week or so before and after each semester for grading and preparation. There may be several weeks over the New Year and various national holidays throughout the school year when VFMs are not required to be at work. All days outside the established working periods (outlined in contract) are deemed paid vacation time (most of August/September, and most of February/March).

H. Duties:

Duties include: teaching up to 20 classroom hours of EFL per week (one classroom hour equals 50 minutes of instruction); attending all regular and special CELE faculty meetings; serving on a CELE administrative committee; provide servicing as a substitute instructor when necessary; and completing an approved project.

I. Starting Date:

The contract period is listed as April 1, 2027 to March 31, 2028; however, all new Visiting Faculty Members are required to be in Japan and available up to 10 days earlier to attend faculty orientation.

J. Application Procedures: The following must be submitted via email to cele@asia-u.ac.jp :

1. Asia University application form at https://www.asia-u.ac.jp/employment-en.html
2. Official transcripts showing awarding of all academic degrees earned.
3. Copies of diplomas for all academic degrees earned.
4. At least two letters of recommendation, e.g., from current employer and a program advisor.
5. Days and times when you can be reached for an interview. Please use Japanese Standard Time.

NOTES: Applicants should have a valid passport. If an individual is offered a contract, his/her passport number will be required by the University. It is imperative that procedures be carried out according to schedule in order to ensure that the new Lecturer will arrive in Japan in time for orientation and settling in before the academic year begins. Prior to finalizing the contract acceptance, a health check using the Asia University's health form and signed by a licensed physician must be submitted to the International Center.

Submitted application materials cannot be returned. Personal information will be treated with Confidentiality.

Upon Offering of a contract, the following must be submitted to Asia University:

1. Copy of the passport pages which show passport number, date and place of issue, date of birth, and picture.
2. A recent passport photo, 3cm x 4cm (hatless).
3. Additional information:
   - Previous visit(s) to Japan? If so, when? - Marital status - Place of birth - Hometown
4. Disclosure of Home Country Employment Requirements*

K. Obtaining a Visa for travel to Japan:

* Applicants are responsible for informing the university at the time of application of any applicable legal or governmental requirements from their country of citizenship or residence that may affect overseas employment, including but not limited to documentation, contract stipulations, or approval processes. In the event that undisclosed requirements emerge, or if such requirements cannot be reasonably accommodated by Asia university at any stage of the hiring process, the university reserves the right to withdraw or rescind any offer of employment.

*Asia University applies to the Ministry of Justice for a Certificate of Eligibility for Status of Residence on your behalf. The Lecturer will need this Certificate in order to obtain a work visa. When AU receives the Certificate, it will be sent to the Lecturer.

*The Lecturer needs to submit the Certificate to the Japanese Embassy or Consulate when applying for a visa. It is advisable for Lecturers to contact the Consulate in advance to see if anything in addition to the Certificate

and your passport will be necessary and how long processing will take.

L. Things to keep in mind for arrival day:

The orientation for the new VFMs will be held at the end of March. All new Visiting Faculty Members are required to be in Japan and available up to 10 days earlier to attend faculty orientation.
The first payday will be on around April 25th.

[Asia University reserves the right to change any of the aforementioned should conditions so warrant. Any changes will be reflected in the employment contract.]