

**Assistant Professor (fixed-term) at the Center for General Education,  
Shinshu University  
Application Guidelines (International Open Call)**

**1. Background and Purpose of the Recruitment**

Shinshu University is committed to Diversity, Equity, and Inclusion (DEI). As a university dedicated to further globalizing our campuses, our aim is to grow as a university that is chosen by a diverse set of people from around the world. In line with our emphasis on DEI, this position is open to a wide range of individuals, irrespective of nationality, with diverse academic and professional backgrounds, who can contribute to our university's globalization efforts in education and research. We welcome applications from individuals with international education and research experience, as well as practical experience in multicultural environments.

**2. Position Title and Number of Positions**

One position available for Assistant Professor (fixed-term)

**3. Affiliation**

Center for General Education, Shinshu University

**4. Duties**

- Globalization of General Education
- Curriculum development for English education
- Teaching English courses in the common curriculum (General Education)
- Research activities in English (or the applicant's specialized field)
- Operation of the English Salon
- Other administrative duties for the Center for General Education

**5. Qualifications**

- (1) Applicants must hold a Master's degree or higher in a relevant field, or possess equivalent experience and knowledge.
- (2) Applicants must demonstrate a high level of insight and strong enthusiasm for education, aligned with the goals and objectives of Shinshu University's General Education program.
- (3) Applicants must be native speakers of English or possess an equivalent level of English proficiency.
- (4) Applicants must have sufficient proficiency in Japanese (equivalent to Japanese Language Proficiency Test N2 level or higher).

## **6. Expected Start Date**

April 1, 2026 (Reiwa 8)

## **7. Term of Employment**

The appointment is for a fixed term (from April 1, 2026, to March 31, 2029).

A probationary period of six months will apply from the date of employment.

The contract will not be renewed.

## **8. Work Location**

Shinshu University Matsumoto Campus (3-1-1 Asahi, Matsumoto, Nagano 390-8621, Japan)

Note: The appointee may be required to relocate to a different work location.

## **9. Compensation and Benefits**

- Salary: Annual salary system based on university regulations.  
Annual salary of ¥4,999,992 (monthly salary: ¥416,666) including all allowances.
- Working Hours: Discretionary work system. Deemed working hours are 7 hours and 45 minutes per day (Standard hours: 8:30–17:15, with a 60-minute break).
- Holidays: Generally, Saturdays, Sundays, and national holidays. Year-end/New Year holidays, summer vacation, annual paid leave, and other types of leave are available.
- Welfare: Enrollment in Employment Insurance, Worker's Accident Compensation Insurance, and Social Insurance (Mutual Aid Association for Ministry of Education, Culture, Sports, Science and Technology Personnel).
- Others: Based on the regulations of Shinshu University, a National University Corporation.

## **10. Submission of Documents**

Please submit a copy of each of the following documents. Download Form 1, 2, and 3 from the Shinshu University website (<https://www.shinshu-u.ac.jp/guidance/office-worker/>).

- (1) Curriculum Vitae (Form 1).
- (2) Document certifying the highest academic degree (graduation certificate or diploma (copy of the degree certificate)).
- (3) List of educational achievements (Form 2).
- (4) List of research achievements (Form 3)
- (5) Copies of three major research papers or summaries of books.
- (6) Record of relevant professional experience (Free format, A4 size, one page).
- (7) Statement of aspirations and goals after appointment (Free format, A4 size, one page).

(8) Lesson Plan and Syllabus (Free format).

- \* i. A lesson plan for one session of a General Education "English" class (Must be for the second session or later, showing the content and flow of the lecture).
- \* ii. A syllabus for a 15-session (one semester) General Education "English" course.

## **11. Application Deadline**

Friday, December 12, 2025, 17:00 JST (Strict deadline)

## **12. Selection Process**

The selection will consist of a First Screening (Document Review), followed by a Second Screening (Interview and Mock Lesson) for successful applicants of the First Screening. Only those who pass the First Screening will be contacted regarding the Second Screening.

- Note: Applicants are responsible for their own travel and accommodation expenses.

## **13. Method of Submission**

### **[A] Submission by Post:**

All application documents must be sent by a traceable method, such as Registered Mail (*Kakitome*), Simplified Registered Mail (*Kan'i Kakitome*), or LetterPack. Please write "Shinshu University Center for General Education Assistant Professor (fixed-term) Application Documents Enclosed" in red on the envelope and send to the address below:

Address: Chair of the Center for General Education c/o Academic Affairs Division, Academic Affairs Department, Shinshu University 3-1-1 Asahi, Matsumoto, Nagano 390-8621, Japan

### **[B] Submission by Email:**

Please use the subject line: "Shinshu University Center for General Education Assistant Professor (fixed-term) Application" and send to: [gkoubo04@shinshu-u.ac.jp](mailto:gkoubo04@shinshu-u.ac.jp)

- Application documents should be attached as a single PDF file (or a single Zip file containing the documents), with password protection applied as necessary.
- If the attachment size is large, please divide it into multiple files, each under 10MB.
- A confirmation email will always be sent upon receipt of the documents. If you do not receive a reply within three days of sending your documents, please contact us immediately.

#### **14. Contact Information**

Chair of the Selection Committee for Assistant Professor (fixed-term), Center for General Education,  
Shinshu University

E-mail: [gkoubo04@shinshu-u.ac.jp](mailto:gkoubo04@shinshu-u.ac.jp)

#### **15. Shinshu University and Center for General Education Website URLs**

- Shinshu University: <https://www.shinshu-u.ac.jp/>
- Center for General Education Recruitment Information:  
<https://www.shinshu-u.ac.jp/faculty/general/recruit/>

#### **16. Other Notes**

- (1) Shinshu University promotes Gender Equality. If candidates are deemed equally qualified based on their achievements (educational performance, social contributions, etc.) and personal qualities, a female candidate will be hired. This measure, however, does not permit preferential hiring based solely on gender.
- (2) Shinshu University is committed to establishing a supportive research environment where researchers can maximize their abilities, including a research assistant system and a mentoring system. We also actively promote work-life balance for faculty and staff through initiatives such as on-campus childcare facilities, discount vouchers for babysitter dispatch services, and temporary childcare services during university entrance exams, among other gender equality efforts.
- (3) Candidates must list any prior criminal convictions and disciplinary action history in the Penalties/Disciplinary Actions section of the Form1. Failure to disclose such matters may be considered a misrepresentation of credentials and could lead to the revocation of employment or disciplinary dismissal.