

**Position Announcement: Senior Instructor, TESOL
Tokyo International University of America (TIUA)
Salem, Oregon**

Position Title: Senior Instructor (3 positions), full-time, non-tenure-track
Contract Period: 2 positions (3 years + 1 year renewal possible, pending review and enrollment); 1 position (1 year limited-term)
Academic Area: Teaching English to Speakers of Other Languages (TESOL)
Starting Date: January 1, 2017
Application Deadline: November 11, 2016

General Description: The position of Senior Instructor is a continuing non-tenure-track appointment. Two of the positions are full-time teaching positions, with a one-year contract renewable for a total of three years, with a possible extension for one additional year, pending positive annual reviews, and with the understanding that continued annual employment is subject to TIUA meeting enrollment targets and having its annual budget approved. One position is a full-time teaching position for a limited-term one-year contract. All positions begin as of January 1, 2017.

Duties & Responsibilities:

1. Teaches courses in the American Studies Program, developing lesson plans, materials, and activities for classes. To learn more about the American Studies Program please visit http://www.willamette.edu/cla/catalog/disciplines/e_h/elas/
2. Evaluates student progress through the use of quizzes, tests, or other evaluation instruments, maintaining records of attendance, student work, evaluation results, and grades, and preparing regular reports on student progress when necessary.
3. Has primary responsibility for providing academic advising to a group of advisees for the entire academic year.
4. Provides a classroom supportive of learning.
5. Announces and maintains regular office hours and is otherwise available for consultation with students, colleagues, and other staff.
6. Maintains records of attendance, student work, evaluation results, and grades.
7. Participates with other faculty members in the development of the academic program.
8. Initiates work in the area of curriculum and materials development, making significant contributions in terms of new materials, activities, or methods.
9. Develops expertise in one or more specific areas represented in the curriculum.

10. Attends faculty meetings and works, collaboratively, with all TIUA and Willamette University colleagues.
11. Observes others and is willing to be observed for the purpose of professional development and evaluation.
12. Participates in evaluation activities for the purpose of maintaining a high level of performance and for the purpose of formal review of job performance.
13. Engages in systematic professional development efforts in order to maintain up-to-date competence in the field of TESOL and to enhance the faculty member's contribution to the University.
14. Coordinates with Willamette University faculty members who teach in the American Studies Program.
15. Cooperates with the faculty and administrators of Tokyo International University (Kawagoe, Japan), as needed, on projects or activities of mutual interest.
16. Takes leadership to contribute to maintaining and developing TIUA's and Willamette's multiple relationships within the local community.
17. Collaborates with administrative staff members in carrying out tasks or projects that contribute to the overall functioning of the American Studies Program, TIUA, and WU.
18. Performs work on TIUA and WU committees, serving on at least two regular committees per year, one of which is a standing committee, and is willing to participate in ad-hoc committee work as needed.
19. Attends and participates in ceremonies, events, and activities scheduled by the University such as opening and closing ceremonies, and other official functions involving faculty, administrators, and/or students.
20. Promotes a positive image of the University (TIUA, WU, TIU), of its programs, and of its faculty and administration.

Contract Period: All positions will begin on January 1, 2017 and the first contract (annual agreement) for these positions will end on December 31, 2017. Two positions will be eligible for renewal for a total of three years, with the possibility of extension for 1 year, pending positive annual reviews and budget approval. One position will be limited to the January through December 2017 academic year. The academic year runs from January through June/early July and from mid-August through mid-December. Any employment in special programs during the summer vacation period is contracted for separately, and any related compensation is in addition to the annual salary.

Compensation: \$4100 per month (gross); \$49,200 annually (gross).

Benefits:

(1) Eligible for enrollment in major medical/vision/dental health insurance plans.

(2) Eligible for enrollment in designated retirement plan, after completing a 12-month probationary period.

Qualifications:

(1) Graduate degree in TESOL or closely related field, with a minimum of 3 years of relevant (higher education) ESL/EFL teaching experience.

(2) Excellent command of written and spoken English; Japanese language proficiency is not required, but TIUA encourages applicants with proficiency in a 2nd language as this is an important asset for a TESOL professional.

Application Process:

Please send a CV, and the names, addresses, email addresses, and phone numbers of at least 2 references. Please mail or email the information to Gunnar Gundersen, Executive Vice President, Tokyo International University of America, 1300 Mill Street SE, Salem, OR 97301; email: ggunders@willamette.edu. After initial screening, continuing applicants will be asked to submit graduate degree transcripts. You may email questions directly to Executive Vice President Gundersen. Please visit our website at: <http://www.tiua.edu/>

Believing that diversity contributes to academic excellence and to rich and rewarding communities, TIUA is committed to recruiting and retaining a diverse faculty, staff and student body. We seek candidates, particularly those from historically under-represented groups, whose work furthers diversity and who bring to campus varied experiences, perspectives and backgrounds.

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