



## Full-time Contract Teaching Positions Available

<b>Hiring Unit</b>	The Department of Foreign Languages, National Chiayi University
<b>Job Title and Vacancy</b>	<b>One Contract Project Instructor</b>
<b>Employment Start Date</b>	<b>Aug. 1<sup>st</sup>, 2024 (must complete the school's recruitment process)</b>
<b>Qualifications</b>	Master's degree or higher 1) <b>Native speakers of English and good command in writing.</b> 2) Enthusiastic at university English general education and willing to assist in curriculum design and related administrative work. 3) Experience in teaching in Professional Communication in universities is preferred.
<b>Job Description</b>	1. 1-year-contract EFL Teacher at university level for a 3-year period, teaching General English, English for Academic Purposes, and English for Specific Purposes <b>etc.</b> 2. Accepted candidates will teach 12 hours per week if s/he is hired as an assistant professor or 13 hours per week if s/he is hired as a lecturer. 3. Assisting in curriculum design and related administrative works.
<b>Required Documents</b>	1. Application form (Attachment 1). 2. CV and autobiography in English. 3. Diploma and transcript at the master's level or higher. Applicants with graduate level diplomas from institutions in foreign countries must have their certificates of degree, transcripts and other documents authenticated by an overseas ROC embassy, representative office, economic and cultural office or any institution authorized by MOFA. 4. Abstract of master's thesis and/or doctoral dissertation. 5. Publication list after the previous promotion ( <a href="https://reurl.cc/9Ox0Ea">https://reurl.cc/9Ox0Ea</a> ). 6. Published works from the past five years. (Doctoral dissertation or master's thesis can be included. Off prints or photocopies are acceptable.) 7. Any other recognized certificates or documents are favorable for potential employment, ex. Certificates of Appointments. 8. <b>Two sealed and signed recommendation letters within five years (The letters can either be enclosed with the application's documents or emailed from the referees to the department. The name of the applicant should be written on the envelope of the recommendation letters).</b> <b>(Please arrange the above documents in order. The documents will not be returned. Do not send your documents by e-mail. )</b>
<b>Deadline</b>	<b>Mar. 20<sup>th</sup>, 2024. (based on the date on the postmark or the date received for hand delivery)</b>
<b>Address</b>	<i>Department of Foreign Languages, National Chiayi University (Minhsiung Campus) 85 Weinslung Village, Minhsiung Township, Chiayi County, Taiwan 621</i>

	<p>Please indicate on the registered envelope “<b>Application for Language Contract Project Instructor</b>” and send the above documents as a registered package.</p>
<b>Contact</b>	<p>Please contact Ms. Yi-Rung Tsai for further inquiries.  E-mail : <a href="mailto:df1@mail.ncyu.edu.tw">df1@mail.ncyu.edu.tw</a>  Phone No. : +886-5-206-8002 、 +886-5-206-8003  Fax : +886-5-2063072</p>
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. Shortlisted candidates will be invited to attend an interview.</li> <li>2. The university reserves the right to leave this position unfilled (if there is no suitable applicant).</li> <li>3. Accepted candidates are able to teach basic English courses, such as English Reading, English Composition and English Oral Expression.</li> <li>4. <b>Project Instructors are required to teach a minimum of 13 hours per week, while Project Assistant Professors are required to teach a minimum of 12 hours per week.</b></li> <li>5. Accepted candidates should assist the DFL department in handling the administrative business (i.e., English document editing and proofreading), to instruct students in competition preparation and training, and to provide service hours to the Department and the University.</li> <li>6. <b>For newly hired teachers without the Ministry of Education-issued certificate for the proposed employment level, and for those proposed for the rank of Associate Professor or above who already possess the Ministry of Education-issued certificate for the proposed employment level, the university will conduct an external review of their works.</b></li> </ol>

