Curriculum Vitae

|  |  |  |  |
| --- | --- | --- | --- |
| Name |   | Gender *(Optional)*：  |  Photograph |
| Date of birth | 　　　 |
| Nationality |  |
| Present address | 　　　　　　　　　　　　　　　　　　（Tel　　　　　　　　） |
| Year, Month |  Academic background |
|  |  |  |
| Year, Month |  　　　 　Professional experience |
|  |  |  |
| Degrees |  |
| Specialties |  |
| Academic societies |  |
| Activities for academicsocieties and localcommunity |  |
| Certificates andqualifications |  |
| Awards andpunishments |  |

　　　　　　　　　　　　　　　　　　　　　　　　　　　Date:

**Declaration**

I hereby declare that the information provided in this document is true and accurate. I understand that any false statements may result in revocation of employment or disciplinary action.

Date:

Signature:

Notes:

1. Please enter your name exactly as it appears in your Passport.
2. For the “Academic background” section, begin with high school graduation.
3. Any non-degree programs or advanced training courses (e.g., specialized departments) should be listed under Academic background. Positions such as research students or auditors should be listed under Professional experience.
4. For overseas study, include it under Academic background if undertaken as a student, and under Professional experience if undertaken as a researcher.
5. In the "Academic societies" section, include academic society memberships and major contributions to society.
6. In the "Certifications and punishments" section, be sure to include the type of teaching license(s) if applicable.
7. In the "Awards and Other Records" section, if you have ever been subject to disciplinary action or administrative sanction—especially due to sexual harassment or other forms of sexual misconduct involving students—clearly state the nature of the action and the specific reasons. If not applicable, write “None.” If you have received any academic awards or similar honors, please include them here as well.
8. Paper size: A4.

　　　　　　　　　　　　　　　　List of Achievements

|  |  |  |
| --- | --- | --- |
| Particulars of Teaching Ability | Date | Summary |
|  Practice examples of effective teaching methods at university level |  |   |
|  Teaching materials you have  made for college education |  |  |
|  Evaluations of your teaching ability by previous or current  institutions |  |  |
|  Practice examples of effective  teaching at primary and 　secondary school level |  |  |
|  Others |  |  |

 　 Teaching Ability 　　　　　 Name

Note: Use A4 size paper.

List of Publications

Books and Translations　　　　　　　　　　　　　　　　Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Category(Books, text-books or others) | Publication Year, Publisher, and Pages | Name(s) of Author(s) |  |
|  |  |  |  |
|  |  |  |  |  |

　Notes 1 If the publication is co-authored by more than five authors, write the first author’s　name

　　　　　　and indicate the part(s) that you wrote in the box of “Name(s) of Author(s).”

　　　 2 Use A4 size paper.

List of Publications

Research Papers　　　　　　　　　　　　　　　　　　Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Refereed or Non-refereed | Name of Journal(Name of academic society or publisher, year, volume,number, and pages) | Name(s) of Author(s) |  |
|  |  |  |  |
|  |  |  |  |  |

　Notes 1 Write all authors’ names in “Name(s) of Author(s)” box in the same order as that in the

　　　　　publication.

2 Use A4 size paper.

List of Presentations

Conference Presentations 　　　　　　　　　　Name

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name of Conference(Place and Year/Month) | Name(s) of Presenter(s) |  |
|  |  |  |
|  |  |  |  |

Notes 1 If the presentation is made by more than three people including yourself, write

　　　　　the names of three of them in the “Name(s) of Author(s)” box.

 2 Use A4 size paper.

List of Works of Art, Performances, and Athletic Records

 Works of Art, Performances, Athletic Records and Others

 Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Works of Art, Performances,Athletic Records and Others | Descriptions | Place (Year/Month) | Notes |  |
|  |  |  |  |
|  |  |  |  |  |

Note: Use A4 size paper.

Entry Suggestions for Teaching Ability

◎Entry Suggestions (Each item should be written in 50 words or so.)

(1) Practice examples of effective teaching methods at university level

 Practice examples of effective teaching methods

 Teaching methods utilizing multimedia equipments

 Practices to encourage students to study outside class

 Publication of class materials on websites

(2) Teaching materials you have made for college education

 Textbooks and/or teaching materials you have prepared

 Books you have used for textbooks

 Rough descriptions of the teaching materials

 (You can list the items listed in “Books and Research Papers”; those items should

 be marked as “multiple listing”.)

(3) Evaluations of your teaching ability by previous or current institutions

 Any incident where you have gotten excellent teaching evaluations in official

 teaching evaluations conducted at the universities you have worked for (List the

 incidents and the reasons for the excellent evaluations.)

 Assessments of your teaching abilities that led to your appointments at

 academic institutions

 A synopsis of teaching evaluations by students and of peer-evaluations by

 colleagues

 Other evaluations of your abilities made by presidents, deans, or institutions,

 than those mentioned above

 (Only those of objective quality should be mentioned.)

(4) Practice examples of effective teaching at primary and secondary school level

 Practice examples of effective teaching methods

 Practice examples of development of effective teaching materials

(5) Others

 Outline of your activities for organizations on faculty development for university

 education

 Awards for teaching practices

We suggest that you should mention anything you think would make you advantageous.