

## Curriculum Vitae

Personal Information					
Basis					
Applicable Provision					
Name		LAST NAME, Given name Middle name SUZAKU, Taro		M · F	Date of Birth (Age) 1975/10/1 (39)y/o
(Kanji/Japanese Name) 朱雀 太郎					
Current Address		〒 604-8520 1-2-3, Suzaku-cho, Nishinokyo, Nakagyo-ku, Kyoto			
Present Position (1)		____ University Faculty of letters Associate Professor (Fixed-Term)	Appointed Institution		Appointed Position
Faculty				Date of Employment	
Assigned Courses				Period of Employment	
Highest level of education completed		Ph.D. in English and American Literature (Ritsumeikan University, Graduate School of Letters)			
Degree		Ph.D. (Literature, Ritsumeikan University) 2003/09			
Ph.D. Dissertation Title		"Theory of English Renaissance Drama"			

## Personal History

### \* Education (2)

Date of Entrance (YYYY/MM)	Date of Completion (YYYY/MM)	Details
1991 /04	1995/03	B.A. in English and American Literature ( Ritsumeikan University, College of Letters)
1995/04	1997/03	M.A. in English and American Literature (Ritsumeikan University, Graduate School of Letters)
1997/04	2003/09	Ph.D. in English and American Literature (Ritsumeikan University, Graduate School of Letters)

### \* Work History (3)

Started Date (YYYY/MM)	Ended Date (YYYY/MM)/ (to Present)	Details
2000/04	to present	Part-time instructor (Ritsumeikan University, College of Letters)
2003/04	2004/03	Short-term contract instructor (Ritsumeikan University, Faculty of Letters)
2004/04	to present	Full-time instructor (Ritsumeikan University, Faculty of Literature and Social Sciences)

### \* Academic & Social Activities (4)

Date (YYYY/MM)	Details
2012/04	Association A, Association B, Association C
2014/06	Committee member of ** City Board of Education (to 2013/03)
	Advisor to ABC documentary by ABC TV (to 2015/06)

### \* Awards and Disciplines (5)

Date (YYYY/MM)	Details
2013/08	Best Translated Book Award given by ABC Publisher

### \* Teaching Experience (6)

	Period	Institution	Course titles
Undergraduate	2000/04 to Present	College of Letters, Ritsumeikan University	Cross Cultural Understanding
	2003/04 to Present	College of Letters, ABC University	Survey of Literature History of English Literature
Graduate	2008/04 to 2009/03	Graduate School of Letters, ABC University	Special Studies on Contemporary American Literature
Other	2000/04 to 2003/03	DEF Language School	Academic English

## Teaching & Research Achievements

Teaching Ability	Date	Details
<b>1. Teaching Methods (7)</b> Describe your teaching methods and provide concrete examples	2011/05	Course title “ _____ ” at _____ University: By collecting feedback from students in class, I made the class more effectively and meet their requests. When they ask questions concerning a topic in class, I always prepare the answers by next class.
<b>2. Textbooks/ Teaching (8) Materials</b> List the textbooks/teaching materials you have written	2012/09	“ textbook title ”, Publication Company, p.____ Co-Author: Suzaku Taro
<b>3. Assessment of Teaching Ability</b>	/	/
<b>4. Jitsumuka Kyoin (9)</b> Remarks about special instructive experience		N/A
<b>5. Other (10)</b>		Made a presentation regarding history of printing in England at the librarian workshop held by prefecture.
Professional Achievements	Date	Details
<b>1 Credentials/Licenses (11)</b>	1999/03	Junior High School Teaching Certificate (Class I)-English High School Teaching Certificate (Class I)-English
<b>2 Patents, etc. (12)</b>		N/A
<b>3. Grant-in-Aid for Scientific Research/ External Funding (13)</b> List external funding you have acquired	2011/04- 2012/05	____ Research Grant, Grant-in-Aid for Scientific Research(X), “ Study on ____ ”, Grant Number: XXXXX
<b>4. Jitsumuka Kyoin (14)</b> Remarks about special professional experience	YYYY/MM	N/A
<b>5 Other (15)</b>	2010	As requested by ABC museum, I wrote a survey report on an English drama performed in Japan.

## \* Research Achievements

Publication Title	Single/ Co-Author	Year	Publisher / Journal / /Conference, etc.	Pages/ Co-Author / Other Details
<b>(Books) (16)</b>				
1. Book Title ①	Single ②	1995 ③	___ Univ. Press ④	Co-Author: Kinugasa Jiro, ⑤ Suzaku Taro, and 2 others “Chapter Title” pp. 15-25
2. 『書籍』	Co-Author	2010	___ Publisher	pp. 10-20
3. 『書籍』	Single	2013	___ Publisher	Authors: “Chapter Title” pp. 30-40
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Wrote 5 more books				
<b>(Treatises) (17)</b>				
[Peer-reviewed]				
1. “Treatise Title” ⑥	Single ⑦	1999 ⑧	<i>Journal Name (Italic)</i> ⑨ Academic Association	Co-Author: Saionji Hanako, ⑩ Suzaku Taro Vol.12, no.33, pp. 50-60
2. 「論文名」	Single	2000	『Journal』, Academic Association	Vol.4, no.**, pp. **.**
[Non-peer-reviewed]				
1. “Treatise Title”	Co-Author	2001	<i>Journal Name (Italic)</i> Academic Association	Vol.5, no.34, pp. 60-70
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Wrote 0 more treatises				
<b>(Other Achievements) (18)</b>				
[Translation] ⑪				
1. (Author’s Name) 『書籍』	Co-Translation ⑫	2008 ⑬	<i>Journal Name (Italic)</i> Academic Association	Co-Translator: Saionji Hanako, Suzaku Taro 「Chapter Title」 pp. 70-80
[Survey Report ]				
1. “Title of the Report”	Single Report	2009	<i>Journal Name (Italic)</i> Academic Association	
[Conference Presentation]				
Peer-reviewed				
1. “Presentation Title”	Single Report	2009	Association of ___ ⑭	Conference of _____ ⑮ Ritsumeikan University, Kyoto
2. “Presentation Title”	Co-report	2015	_____ Association	_____ Conference Los Angeles

# Curriculum Vitae Instruction Manual

- Each form must fit in one page; thus your C.V. must be total 4 pages.
- Adjust the font and frame sizes in order to fit each form into one page.
- Each form must be A4 size
- Dates must be written in chronological order (oldest to newest)

## (Form 1) Personal Information (1 page)

### **【Present Post】 (1)**

Fill in the following information if you work for

- |                             |  |
|-----------------------------|--|
| a. Company:                 | Fill in the company name and title of your current position  |
| b. University:              | Fill in the department name and your position title.<br>Write “Fixed-Term” if your contract is fixed-term. |
| c. 2 or More Organizations: | Fill in the main company/university, and the position there.   |

\* If you are unemployed, you may either leave the column blank, or fill in your previous position.  
(Note: If you fill in your previous position, you MUST specify that the position is not current.)

## (Form 2) Personal History (1 page)

### **【Education】 (2)**

Fill in your academic background from undergraduate education or anything equal and above (oldest to newest). Date of enrollment and completion must be also filled out.

### **【Work history】 (3)**

Fill in all your employment history. In the list, include your position, organization/ institute, and period of employment. Write “to present”, if you are currently working for the organization.

- a. Part-time Lecturer: Fill in your main part-time teaching experiences only.
- b. DC, PD, SPD, RPD: Research fellow of Japan Society for the Promotion of Science is counted as work experience.  
Please also write the name of your department if you were PD or SPD or RPD researchers.
- c. Research Abroad: Fill in your research experience in Work History if you studied abroad at oversea universities/institutions as a researcher; However, non- regular student positions such as postdoctoral position or auditor are NOT counted as work experiences.
- d. TA, RA position: TA/RA positions are NOT counted as work experiences.

### **【Academic & Social Activities】 (4)**

Fill in academic associations you currently belong to and social activities you have conducted that are related to your field of study. Fill in periods of social activities.

**Note:**

You may NOT fill in your university study groups or career achievements at work.

### **【Awards and Disciplines】 (5)**

Fill in the awards from academic conferences or publications. Also, write down the date, name of the institution, and your position if you have been disciplined before.

**Note:**

You may NOT fill in scholarships or awards your students received.

You may NOT fill in awards you received from universities/institutes you were working for.

### **【Teaching Experience】 (6)**

Fill in your major teaching experiences of universities or other institutions.

Universities (Undergraduate/ Graduate)

- 1) If you were an assistant, specify that you assisted experiments/ practical trainings in class.
- 2) TA is NOT counted as a teaching experience.

Other

- 1) Fill in teaching experiences at university level academic institutions or institutions related to your research field.
- 2) Guest speaker or public lecturer experiences do NOT count as teaching experience.

## (Form 3) Teaching Achievements (1 page)

### -Teaching Ability-

#### **【Teaching Methods】 (7)**

Fill in your teaching methods and concrete examples

e.g.)

- a. Supervised outside class activities in order to facilitate student learning
- b. Streamed class videos online
- c. Developed training programs
- d. Assigned presentations to students
- e. Integrated e-learning systems, etc.

#### **【Textbooks/ Teaching Materials】 (8)**

Fill in books or teaching materials you made for classes/trainings.

**Note:**

You may NOT include books and teaching materials you list in “Research Achievements” on Form 4.

#### **【Jitsumuka Kyoin】 (9)**

Fill in if you have special supervising experience in your professional field besides teaching.

Fill in “N/A” if this does not apply to you.

e.g.)

- a. Supervised interns a university received
- b. Conducted trainings requested by professional organizations  
e.g.) Japan Pharmacists Education Center
- c. Conducted professional trainings in law suit, enterprise partnership, research development, etc.
- d. Gave extension lectures, social education lectures, and lectures at symposiums.

#### **【Other】 (10)**

Fill in if you have any other remarks.

e.g.)

- 1) Social activities concerning university education, awards for teaching performance
- 2) Positive feedback, evaluations from university, self-evaluation
- 3) Class evaluation from your students
- 4) Making examination questions

### -Professional Achievements-

#### **【Credentials/Licenses】 (11)**

Credentials should be related to your research field or the course content that we are currently seeking. Write “N/A” if you do not have any applicable credentials/licenses.

e.g.) teaching license, TEFL, TESOL, etc.

**【Patents】 (12)**

Patents should be related to the course theme and subjects that we are currently seeking.  
Fill in “N/A” if you do not have any applicable patents.

**【Grant-in-Aid for Scientific Research/External Funding】 (13)**

Fill in details of external funding that you have received. List only major funding for which you were the representative and receiver. Do NOT include intramural grants.

In the list, include the following information.

- 1) Title of the research
- 2) Research field categories
- 3) Year that you acquired external funds

**【Jitsumuka Kyoin】 (14)**

Fill in if you have special professional experience outside of academia.  
Fill in “N/A” if this does not apply to you.

e.g.)

- 1) Joint research project with a university as a working professional
- 2) Experience in corporate alliances or research and development
- 3) Member of committees, councils, ADR, etc.
- 4) Experience of a government inspector
- 5) Medical or scientific report/presentations at conferences or workshops
- 6) Research study abroad, international affairs survey
- 7) Reports, manuals, articles to support the above experiences
- 8) Practical experiences related to the course theme and subjects that we are currently seeking.

**【Other】 (15)**

- 1) Recommendations or favorable comments on your performance as a practitioner from professional association
- 2) Thesis citations



## (Form 4) Research Achievements (1page)

### 【Books】 (16)

#### Book Title ①

- 1) Fill in **Japanese** book titles and articles in Japanese double-quotation marks. ( 『 』 )
- 2) Fill in **English** book titles and articles in *Italic*.

#### **Note:**

- a. Books must have been published as independent books.
- b. Your name must be listed on the copy right page of the book as an author or editor.
- c. List only major books, and write “wrote \_\_\_ (number) more books” for the rest of books.
- d. If your name is not listed as an author or editor, but your thesis was featured in a book, you may fill in the thesis title in the 【Treatises】 section below.

#### Single/Co-Author ②

Fill in “Single” or “Co-Author”.

#### Year of Publication ③

- 1) Fill in the year of publication and put the list in chronological order.
- 2) Fill in the initial year of the publication.

#### Publisher ④

Fill in the names of the publishers.

#### Co-Author ⑤

- 1) Names of co-authors must be listed in the order of the copyright page of the book.
- 2) If there are more than 4 authors, list the names of the authors until your name, and write the number of remaining authors as “and \_\_\_ (number) others”.  
e.g.)  
There are 7 authors and your name appears as the 5<sup>th</sup> name on the copyright page of the book:  
Author 1, Author 2, Author 3, Author 4, your name, and 2 others
- 3) Fill in chapter titles that you were in charge of in quotation marks. ( “ ” )
- 4) Write “pp. \_\_\_ - \_\_\_”, or “p. \_\_\_” for the pages you were in charge of.

### 【Treatises】 (17)

#### Treatise Title ⑥

- 1) List Peer-reviewed and Non-peer-reviewed treatises separately.
- 2) Write **Japanese** titles in Japanese quotation marks. ( 「 」 ).
- 3) Write **English** titles in quotation marks. ( “ ” )
- 4) For article written in other languages, write the titles, and English translation in parenthesis. ( ( ) )
- 5) List only major treatises, and write “wrote \_\_\_ more treatises” for the rest of treatises.

#### Single/Co-Author ⑦

Fill in “Single” or “Co-Author”.

### Year of Issuance ⑧

Fill in the year of issuance and put the list in chronological order.

### Journal Name ⑨

- 1) Fill in the **Japanese** journal names in Japanese double-quotation marks. ( 『 』 )
- 2) Fill in the **English** journal names in *Italic*.
- 3) Fill in academic associations that published the journals.

### Co-Author, Journal Volume, Publication Number, and Pages ⑩

- 1) Refer to the “co-author” section in **【Books】** above, and fill out the information.
- 2) Write the Journal volume, publication number and pages below the co-authors.  
e.g.) Vol. \_\_, no. \_\_, pp. \_\_-\_\_

\*You may include unpublished research achievements if you have an official certificate which proves that your research achievements will be published.

## **【Other Achievements】 (18)**

### Types and Titles of Achievements ⑪

- 1) Fill in the types of achievements in brackets. ( [ ] )  
e.g.) translation, survey report, (roles at) academic conference
- 2) List only major achievements.

### Single/Collaborative Work ⑫

Fill in “Single” or “Collab” for collaborative work.

### Year of the Event

Fill in the year of each event and put the list in chronological order in each category. ⑬

### Examples of Achievements

- a. Translation: Fill in the author of the book in parenthesis. ( )  
Refer to **【Books】** if you translated books and **【Treatises】** if you translated articles in journals in order to fill out the information.
- b. Survey Report: Write **Japanese** report titles in Japanese quotation marks. 「 」  
Write **English** report titles in “ ”.  
Refer to **【Treatises】** to fill out the journal information in which you published the report.
- c. Conference Presentation: Write presentation title in 「 」 if it is **Japanese** and in “ ” if it is **English**.  
Write academic association name in section ⑭.  
Write conference name and host city/university in section ⑮.
- d. Other Achievements: Write **Japanese** title/theme in 「 」 and **English** title/theme in “ ”.  
Provide details in applicable sections.