

Application Guidelines for an Assistant Professor (without tenure) [“Koushi (Ninki-tsuki)” in Japanese]

[Area Studies (Spanish-speaking countries)]

School of International Liberal Studies, Waseda University

1. Field of specialization: Area Studies (Spanish-speaking countries)

2. Work responsibilities:

- (1) Conduct and publish original scholarly research in the areas of Area Studies (Spanish-speaking countries)
- (2) Chief subjects to be taught: Spanish Language, Spanish and Latin American Studies
* 4 koma per week in total; 1 koma is a 90 minute class.
- (3) Other work duties will be assigned according to the University / School regulations. (e.g. Entrance exam related work; administrative work, etc.)

3. Number of faculty to be hired: 1

4. Status: Assistant Professor (without tenure) [“Koushi (Ninki-tsuki)” in Japanese]

5. Period of Employment: 2 years

- * At the end of this two-year period, taking into account such factors as education, research and work performance, the assistant professor (without tenure) may be reappointed on a yearly basis. However, the combined period of tenure cannot exceed 5 years continually.
- * Regardless of job title if an employment contract with the university has existed at any time since April 1, 2013, the period of employment and the possibility of reappointment itself may differ from the above description.

6. Salary and benefits:

- (1) Duty Hours: Scheduled working days and working hours (when you start/finish, rest periods) are based on the university regulations. The discretionary labor system for professional work will be applied to research work. Working hours and the way to proceed with work are at the discretion of Assistant Professor (without tenure)
- (2) Salary, Benefits, Commutation Expenses: provided in accordance with Waseda university regulations
- (3) Retirement Payment: not provided
- (4) Holidays: Saturdays, Sundays, New Year Holidays, National Holidays, Substitute holidays (instead of the national holidays on which you work in a year.) and University Anniversary (excluding the days on which the University decided to have classes)
- (5) Leave: provided in accordance with Labor Standards Act, and (1) New Year's holidays and (2) summer holidays are also University holidays. (6) Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
- (7) Place of Work: In principle at Waseda Campus.

7. Date of employment: In principle, April 1, 2018

8. Qualifications:

- (1) Ph.D. or equivalent research profile by the time of appointment
- (2) A demonstrated ability to teach in English and Spanish

9. Documents to be submitted:

- (1) A letter of application in English, explaining your interest in and suitability for a faculty position at the School of International Liberal Studies (both in teaching and research). TWO copies.
- (2) A curriculum vitae and related information in English. Application form is available on the School of International Liberal Studies webpage:

<http://www.waseda.jp/sils/news/ap/index-e.html>

Applicants should provide the following information (please submit TWO printed copies along with the additional requested documents). Please provide b, c and d within 2 pages as a rough guide:

- a. Personal information and academic experience (Full name, nationality, home address, phone number, e-mail address, field of specialization, educational background (dates of entrance to and graduation from high school and thereafter. Please note if you have been awarded any grants.), employment record including starting and retirement dates, current employer and position (Please note whether you have a tenured position or not. Also indicate the title(s) in Japanese

if you have position(s) in Japan.).

- b. Research accomplishments (Ph.D. and Master's Degree Thesis titles, publications, presentations, academic and professional activities, honors and awards, and externally funded projects. For publications provide the title, year, publisher and place of publication. Please mark the titles of refereed publications with an asterisk. With regard to forthcoming publications, please submit a letter from the publisher/journal editor verifying that they have been accepted for publication.) In case of non-English research accomplishments, both English and original titles should be provided.
 - c. Research and field of specialization
 - d. Teaching experience and interests (courses and content taught).
- (3) Courses you might teach at the School of International Liberal Studies and your broader future contribution to the School
 - (4) Language skills (native language, proficiency in other languages, for non-native English speakers please list periods you studied in English language environment.)
 - (5) Photocopies of one or more documents in each of the following areas (up to five in each area):
 - a. Documents (including publications) relevant to your role as a teacher, including course syllabi and any additional materials you wish to provide, such as class handouts. Summary of these documents (approximately one page, A4 size).
 - b. Documents (including publications) relevant to your role as a researcher within five years before the application, and a summary of these publications (approximately one page, A4 size).
 - (6) Photocopy of diploma of highest degree(s)
 - (7) Two recommendation letters (either in English or Japanese) sent directly by the referees to the address below in signed, sealed envelopes. Letters must arrive by August 31 (Thursday), 2017

Note: The documents requested in categories (3), (4), (5) and (7) may be provided either in English or Japanese. The documents requested in categories (1), (3), (4), (5) and (7) may be written in any format. In principle, the documents will not be returned to the applicant. Please further note that we are unable to respond to inquiries about the status of your application.

10. Application Period: June 16 (Friday) – August 31 (Thursday), 2017 (All application materials must arrive by August 31, 2017).

11. Application Process: All application materials should be placed in an envelope marked "Application for Faculty Position in Area Studies (Spanish-speaking countries)" in red and sent by registered mail or courier to the address below.

Applications delivered in person or submitted electronically will not be accepted.

12. Mailing Address:

Faculty Employment Search Committee [Area Studies (Spanish-speaking countries)]
School of International Liberal Studies, Waseda University
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

13. Selection Process:

- (1) Preliminary screening will be based on application documents. Candidates who pass the first stage of the selection process will be notified to the home address stated in their curriculum vitae by registered mail or courier in early October, 2017.
- (2) Interviews (which will include a demonstration teaching session) for the finalists are scheduled to take place on October 28 (Saturday), 2017 at Waseda University (Tokyo). Interview transportation costs are to be borne by the applicant.
- (3) Final result of the selection will be notified in mid-December 2017(tbc.).

14. Enquiries:

Faculty Employment Search Committee [Area Studies (Spanish-speaking countries)]
School of International Liberal Studies, Waseda University
E-mail: sils-ap@list.waseda.jp

15. Additional Information:

For further information on the School of International Liberal Studies, please refer to:

SILS: <http://www.waseda.jp/fire/sils/en/>

All the personal information you have submitted will be used strictly for the purpose of candidate selection only. As far as personal information of an appointee is concerned, it will be retained in her/his record of employment. Personal information of all other applicants will be disposed of strictly according to university regulations.

(*)Waseda University is committed to enhancing the diversity of its faculty in order to promote globalization and gender equality on campus. In all matters, related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of national origin, gender, religion, creed, political affiliation, or disability.

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