Application Guidelines for a Full-time Faculty Position (with or without tenure)
(Post-colonial Literature in the English Language) School of International Liberal Studies / Graduate School of International Culture and Communication Studies, Waseda University

1. **Field of specialization:** Post-colonial Literature in the English Language

2. **Work responsibilities:**
   (1) Chief subjects to be taught: Lectures and seminars related to post-colonial literature in the English language
   (2) 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, Associate or Full Professor with tenure or with a fixed term with tenure-track qualification at the time of appointment.
   - Whether or not the position will be offered with a fixed term will be decided on the basis of a comprehensive screening of the applicant’s academic and educational accomplishments and other relevant aspects, and will be announced along with the result of the selection process.
   - In principle, the fixed term is 3 years, with the possibility of an extension of 2 years upon application. The application for an extension will be considered based on the applicant’s academic and educational accomplishments, performance of University/School duties, and other relevant aspects during the fixed term.
   - In addition, a member of faculty with tenure-track qualification will be able to apply to the Dean of the School for a tenured position 2 years after appointment. Application for tenure will be decided in accordance with the school's internal regulations. The application for tenure will be considered by a faculty screening committee based on the applicant’s academic and educational accomplishments, performance of University/School duties, and other relevant aspects, and will be decided by the University. A member of faculty with tenure-track qualification may be appointed to a tenured position 3 years after appointment at the earliest.

5. **Salary and benefits:**
   (1) Duty Hours: In principle, 8 hours or less a day, 4 days or more a week. (total of 40 hours or less a week)
   (2) Salary, Benefits, Commutation Expenses: provided in accordance with university regulations
   (3) Retirement Payment
      - a) Assistant, Associate or Full Professor with tenure: provided in accordance with university regulations
      - b) Full-time Faculty without tenure: none (a farewell benefit will be provided in accordance with university regulations)
   (4) Holidays: Sundays, New Year Holidays, National Holidays, and University Anniversary (excluding days specified by the university on which classes are held)
   (5) Vacations: vacations determined in acts such as Labor Standard Acts and vacations determined by the university (e.g. summer and winter vacations, office shut-down periods)

6. **Date of employment:** In principle, April 1, 2019

7. **Qualifications:**
   (1) Ph.D. or equivalent research profile
   (2) A demonstrated ability to teach in English
   (3) Teaching experience at the college level is preferred
   (4) Proficiency in Japanese is preferred

8. **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 / Graduate School of International Culture and Communication 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:
      Applicants should provide the following information (please submit TWO printed copies along with the additional required 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.), 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 / Graduate School of International Culture and Communication Studies, and your broader future contribution to the Schools.

(4) Language skills (native language, proficiency in other languages)

(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 (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 April 2 2018.

(8) The names and contact information for two additional referees in case further references are required (please include their position and affiliation as well as a phone number and email address).

Note: The documents requested in categories (3), (4), (5), (7) and (8) may be provided either in English or Japanese. The documents requested in categories (1), (3), (4), (5), (7) and (8) 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.

9. Application Period: January 19 (Friday) – April 2 (Monday), 2018 (All application materials must arrive by April 2, 2018.)

10. Application Process: All application materials should be placed in an envelope marked "Application for Faculty Position in Post-colonial Literature in the English Language" in red and sent by registered mail or courier to the address below.

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

11. Mailing Address:
Faculty Employment Search Committee (Post-colonial Literature in the English Language)
School of International Liberal Studies / Graduate School of International Culture and Communication Studies, Waseda University
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

12. Selection Process:
(1) Preliminary screening will be based on the 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 late April 2018.

(2) Interviews (which will include a demonstration teaching session) for the finalists are scheduled to take place on May 27 (Sunday), 2018 at Waseda University (Tokyo). Interview transportation costs are to be borne by the applicant.

(3) Final result of the selection will be notified in late July 2018(tbc.).
13. Enquiries:
Faculty Employment Search Committee (Post-colonial Literature in the English Language)
School of International Liberal Studies / Graduate School of International Culture and Communication Studies, Waseda University
E-mail: sils-ap@list.waseda.jp

14. Additional Information:
For further information on the School of International Liberal Studies/Graduate School of International Culture and Communication Studies, please refer to:

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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