1. Field of Specialization

| Education Studies (Specialization in English Education) |

(1) Chief subjects to be taught: Introduction to Education Studies, Special Topics in English Language Education

Note: Class period in charge will be 4 or more per semester.

(In case of fixed term faculty, it will be 4-6 periods per semester.)

(2) In addition to regular teaching duties, the candidate is expected to be involved in the oversight of the following aspects of English-language education:

   a. Admissions and testing
   b. English-language curriculum
   c. English teacher-training courses for secondary education

Knowledge or experience of English education in Japan is preferred.

(3) Other work duties will be assigned according to the University/School regulations. (e.g. Research Guidance, Entrance exam related work; Administrative work, etc.)

2. Work Responsibility

3. Number of faculty to be hired

| 1 |

4. Status

| Assistant, Associate or Full Professor with tenure or Assistant Professor (without tenure) or Professor (without tenure) 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. Date of Employment

| In principle, April 1, 2020 |

6. Salary and Benefits

| 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 faculty. |

| Place of Work | In principle at Waseda Campus |

| Salary | provided in accordance with university regulations |

| Benefits and Commutation Expenses | provided in accordance with university regulations |

| 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)

| • Holidays and Vacations | New Year Holidays, National Holidays, and University Anniversary (excluding days specified by the university on which classes are held) 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). |
| • Social Insurance | The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance. |

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

Your application is completed when you submit both (1) and (2).

(1) Web Entry
Submit your information via the following website.
https://my.waseda.jp/application/noauth/application-detail-noauth?param=dUlioxyl55lRW_YiDsDQ

(2) Documents

① A letter of application in English (2 copies) Explain 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).

② Curriculum Vitae Download the form, and complete it.

③ A letter of your aspiration Explain 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 Education and Research Achievement

1. Download the form, and complete it.

2. Research accomplishments
   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.
   *Please note whether you have a tenured position or not. Also indicate the title(s) in Japanese if you have position(s) in Japan.

3. 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
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).

⑤ Photocopy of diploma of highest degree(s)
⑥ Two recommendation letters

Two recommendation letters (either in English or Japanese) sent directly by the referees to the address below in signed, sealed envelopes.

⑦ Recommendation letters
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 ④, ⑥, and ⑦ may be provided either in English or Japanese. The documents requested in categories ①, ② and ④ 2-3 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. Mailing Address
Faculty Employment Search Committee (Education Studies (Specialization in English Education))
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

10. Application Period
January 21 (Monday), 2019 – March 1 (Friday), 2019 (All application materials must arrive by March 1, 2019.)

11. Application 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 2019.

(2) Interviews (which will include a demonstration teaching session) for the finalists are scheduled to take place on May 26 (Sunday), 2019 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 2019(tbc.).

12. Enquiries
Faculty Employment Search Committee
(Education Studies (Specialization in English Education))
School of International Liberal Studies / Graduate School of International Culture and Communication Studies, Waseda University
E-mail: sils-ap@list.waseda.jp

13. 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 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.