

School of International Liberal Studies, Waseda University
Application Guidelines for an Assistant Professor (without tenure)
(CLIL Education)

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| 1. Field of Specialization | Content and Language Integrated Learning (CLIL) |
| | (1) Conduct and publish original scholarly research in the areas of CLIL (2) Courses expected to be taught: First-year and Intermediate Seminars Introductory and Intermediate Lectures |
| | Note 1 : * 4 <i>koma</i> per week in total; 1 <i>koma</i> is a 90 minute class. |
| 2. Work Responsibility | (3) In addition to teaching duties, the candidate is expected to be involved in the oversight of the following aspects of APM Program: A. Coordinating the APM program B. Providing CLIL workshops once a semester C. Supporting study abroad: Consultation and others |
| | Note 2 : APM = Area Studies and Plurilingual and Multicultural Education [Reference]: WASEDA SILS APM Programme (PDF) URL: https://waseda.box.com/s/f4ndbtjxfpz9a0xb6rvqq3fugzutaqc2 |
| | (4) 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) |
| 5. Period of Employment | 2 years |
| | * Taking into account such factors as education, research and work performance, at the end of the initial two-year period, the assistant professor can be reappointed on a yearly basis. However, the combined period of employment cannot exceed 5 years continuingly. * If an employment contract with Waseda university has existed at any time since April 1, 2013, regardless of job title, the period of employment and the possibility of reappointment itself may differ from the above description. |
| 6. Date of Employment | In principle, April 1, 2020 |
| 7. Salary and Benefits | Scheduled working days and working hours (the start and end of work; recess, etc.) are based on the university regulations. However, the Discretionary Labor System for Professional Work will be applied and working hours and the way to proceed with work are at the discretion of faculty. |
| | • Duty hours |
| | • Place of Work |
| | • Salary |
| | • Benefits and Commutation Expenses |
| | • Retirement Payment |
| | N/A |

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| ▪ Holidays and Vacations | Saturdays, Sundays, the end and the beginning of the year, 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, Worker's Compensation Insurance, and Employment Insurance. |

8. Qualifications

- (1) Ph.D. or equivalent research profile
- (2) A demonstrated ability to teach in English
- (3) Teaching experience with CLIL is desirable.

9. 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=r0s0nkQ8z50IgO5h9HA94A>

(2) Documents

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| 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 (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, and your broader future contribution to the school. |
| ④ Education and Research Achievement | Download the form, and complete it. * In case of non-English research accomplishments, both English and original titles should be provided. |

Additionally, the following documents must be submitted.

a. Research accomplishments

- 1) The chief books and journal articles published within five years prior to the time of application. (up to five items and photocopies can be submitted.)
- 2) With regard to forthcoming publications, please submit a letter from the publisher/journal editor verifying that they have been accepted for publication.
- 3) Summaries of the submitted items (approximately one A4 page)

b. Teaching experience and content

- Titles, descriptions, and syllabi of the courses you have taught (up to five courses) and their summary (approximately one A-4 page)

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 ①, ② and ③ must be provided in English. 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 a-b 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. Mailing Address

Faculty Employment Search Committee (CLIL Education) School of International Liberal Studies, Waseda University
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

On the envelope, please indicate the following in red.

“Application Documents for CLIL Education Assistant Professor (without tenure)”

*Please send your documents by registered post, or delivery services (couriers), where the application package can be tracked.

*Submission of application in person and by email will not be accepted.

11. Application Period

July 22 (Monday), 2019 – September 20 (Friday), 2019 (All application materials must arrive by September 20, 2019.)

12. 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 September 2019.
- (2) Interviews (which will include a demonstration teaching session) for the finalists are scheduled to take place on October 26 (Saturday), 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 December 2019(tbc.).

13. Enquiries

Faculty Employment Search Committee
(CLIL Education)
School of International Liberal Studies, Waseda University
E-mail: sils-ap@list.waseda.jp

14. Additional Information:

For further information on the School of International Liberal Studies:

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

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.