

School of International Liberal Studies, Waseda University
Application Guidelines for an Assistant Professor (non- tenure-track)
(Musicology)

Musicology	
1. Field of Specialization	The successful candidate will have a strong background in Musicology. A research specialization can be Historical Musicology, Ethnomusicology, Music Theory/Analysis, Sociological and/or Cultural Studies of Music.
(1) We seek an individual who can teach in English courses such as Introduction to Musicology, Music and Musicology, Music and Culture, Ethnomusicology and the Music of the World, depending on the specialization of the candidate.	
2. Work Responsibility	<p>Note 1 : * 4 <i>koma</i> per week in total; 1 <i>koma</i> is a 90 minute class.</p> <p>(2) Other work duties will be assigned according to the University / School regulations. (e.g. Entrance exam related work; administrative work, etc.)</p>
3. Number of faculty to be hired	1
4. Status	Assistant Professor (non- tenure-track)
5. Period of Employment	<p>2 years</p> <p>* 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 continually.</p> <p>* 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.</p>
6. Date of Employment	In principle, April 1, 2021
7. Salary and Benefits	<p>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.</p> <hr/> <p>• Duty hours</p> <hr/> <p>• Place of Work</p> <p>In principle at Waseda Campus</p> <hr/> <p>• Salary</p> <p>Provided in accordance with university regulations</p> <hr/> <p>• Benefits and Commutation Expenses</p> <p>Provided in accordance with university regulations</p> <hr/> <p>• Retirement Payment</p> <p>Provided in accordance with university regulations</p> <hr/> <p>• Holidays and Vacations</p> <p>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).</p> <p>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).</p>

• Social Insurance	The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Worker's Compensation Insurance, and Employment Insurance.
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8. Qualifications	(1) Ph.D. or equivalent research profile (2) An ability to teach in English (3) Teaching experience at the college level is preferred (4) Proficiency in Japanese is preferred
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9. Documents to be submitted	Your application is completed when you submit both (1) and (2).
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(1) Web Entry

Submit your information via the following website.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=rYjnrFI2RsNtGbQTILJwLA>

(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 (both in teaching and research).
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② Curriculum Vitae	Download the form, and complete it.
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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.
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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.
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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)	
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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.
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⑦Other references	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).
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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 (Musicology) School of International Liberal Studies, Waseda University 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
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On the envelope, please indicate the following in red.

“Application Documents for Musicology Assistant Professor (non-tenure-track)”

*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	January 20 (Monday), 2020 – March 27 (Friday), 2020 (All application materials must arrive by 5pm on March 27, 2020.)
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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 e-mail address stated in their curriculum vitae in late April 2020.
- (2) Interviews (which will include a demonstration teaching session) for the finalists are scheduled to take place in late May, 2020 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 2020(tentatively).

13. Enquiries

Faculty Employment Search Committee
(Musicology)
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.