

**School of International Liberal Studies / Graduate School of International Culture and Communication Studies,
Waseda University**

Application Guidelines for a Full-time Faculty Position (with tenure or tenure-track)

1. Field of Specialization	Urban Studies
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(1) Chief subjects to be taught:

Various courses related to urban studies broadly defined, possibly including but not limited to the concepts and theories around public/private spaces, architecture and urban design, urban planning, spatial interactions, human dynamics in urban settings, and the links between urban studies and other disciplines and fields. Courses should include various approaches and methodologies, as appropriate.

2. Work Responsibility	
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(2) Other work duties will be assigned according to the University / School Regulations, and typically include research-related duties, student research supervision, work related to entrance examinations, committee work, outreach, and other duties.

Note: We are on a semester system and one class meeting period (*koma*) is 90-minutes. The successful candidate will generally be responsible for teaching 9 or more courses per year. Fixed term faculty, however, are expected to teach 4-6 classes per semester.

3. Number of faculty to be hired	1
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4. Status	
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Assistant, Associate or Professor with tenure
or Assistant Professor (tenure-track), Associate Professor (tenure-track) or
Professor (tenure-track).

- Whether or not the position will be offered with tenure-track qualification 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.
- If the position is offered with a tenure-track qualification, the faculty member must abide by the following rules.
 - In principle, the tenure-track appointment is for three years, with the possibility of an extension of two years upon application if the member fails the tenure screening process. 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.
 - 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.
 - The faculty member will be able to apply to the Dean of the School for a tenured position in the 3rd year 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. The University will decide whether to approve or disapprove the application. Details, such as the application period, will be notified to the relevant faculty member(s) accordingly.
 - The University will request the member to attend a designated Faculty Development program during the tenure-track period.

5. Date of Employment	
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In principle, April 1, 2021

6. Duty, 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	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 all information/materials for both 8(1) and 8(2) below.		
(1) Web Entry		
Submit your information via the following website.		
https://my.waseda.jp/application/noauth/application-detail-noauth?param=3562jbS_RKBaq6nUfiwkug		
(2) Documents		
	①A 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).
	②Curriculum Vitae	Download the form, and complete it. *Please note whether you have a tenured position or not. Also indicate the title(s) in Japanese if you have position(s) in Japan.
	③A 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.

④Education and
Research Achievement

1. Download the form, and complete it.

Additionally, following '2-3' documents must be submitted.

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.

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 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).

⑤Photocopy of diploma of highest degree(s)

⑥Two recommendation
letters

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

⑦Others

In addition to the two referees, please provide the name, affiliation, title and contact details (telephone number, and email address) of two other potential referees. This can be indicated with a note.

They might be contacted during the selection process.

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 (Urban Studies)
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

*On the envelope, please indicate the following in red: "Application Documents for Urban Studies"

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

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

10. Application Period	<p>March 2 (Monday), 2020 – May 29 (Friday), 2020 (All application materials must arrive by May 29, 2020.)</p> <p>*If applications are sent in Japan, they must be postmarked by the deadline date.</p> <p>*If they are sent from outside of Japan, they must arrive at the office by 17:00 on the deadline date.</p> <p>*Applications submitted after the deadline date will not be accepted irrespective of the reason.</p>
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11. Application Process	<ol style="list-style-type: none"> (1) Preliminary screening will be based on the application documents. The results of the first stage of the screening will be notified to the home address stated in their curriculum vitae by registered mail or courier in early July 2020. (2) Interviews (which will include a demonstration teaching session) for the finalists are scheduled to take place on Saturday, September 26, 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 December 2020 (exact date tbc.).
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12. Enquiries	<p>Faculty Employment Search Committee (Urban Studies)</p> <p>School of International Liberal Studies / Graduate School of International Culture and Communication Studies, Waseda University</p> <p>E-mail: sils-ap@list.waseda.jp</p>
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13. Additional Information:	<p>For further information on the School of International Liberal Studies/Graduate School of International Culture and Communication Studies, please refer to:</p> <p>SILS: http://www.waseda.jp/sils/en/index.html</p> <p>GSICCS: http://www.waseda.jp/gsiccs/index_en.html</p>
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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.
