

Faculty of International Research and Education, Waseda University
Application Guidelines for a Full-time Faculty Position (with tenure or tenure-track)

	Film Studies
1. Field of Specialization	We seek a film scholar/teacher who has specialized training in film studies at a higher education institution and who obtained a Ph.D. degree in film or a closely related discipline. We will welcome applicants who have broad expertise in film history, theory, and criticism and other approaches in film and screen studies.
2. Work Responsibilities	<p>The successful candidate will be required to perform the following core tasks:</p> <ol style="list-style-type: none">1) Undergraduate teaching in SILS (Expression or Culture, Mind, and Body Cluster)2) Graduate teaching in GSICCS (Culture and Communication Study Plan)3) Supervision and deputy supervision of GSICCS MA and PhD students4) Evaluating MA theses and PhD dissertations in GSICCS oral examination committees5) Contributing actively to the research development of the University (individual research activities, international publications, research fund, applications, conference organization inside and outside the university, participation in joint research activities between Waseda University and its overseas partner universities)6) Fulfilling administrative duties in SILS and GSICCS as required by the University (entrance examination, committee work, etc.) <p>Teaching in English courses such as:</p> <ol style="list-style-type: none">1) SILS Introductory, intermediate, and advanced lecture courses Introductory or intermediate seminar and advanced seminar2) GSICCS Lecture courses, seminars, supervision <p>Note: We are on a 14-week semester system, in which each class period (<i>koma</i>) is 100 minutes long. In general, a full-time faculty member teaches at least nine <i>koma</i> a year, with four or five <i>koma</i> per week each semester.</p>
3. Qualifications	<ol style="list-style-type: none">(1) PhD or equivalent doctoral degree(2) A demonstrated ability to teach in English at undergraduate and post graduate level(3) The ability to supervise MA and Ph. D. students in English(4) Proficiency in Japanese is preferred but not required
4. Number of persons to be hired	One person
5. Status	<p>Assistant Professor, Associate Professor or Professor with tenure or Assistant Professor, or Associate Professor (tenure-track)</p> <p>※ 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 factors, and will be announced along with the result of the selection process.</p>

- ※ 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.
 - 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.
 - 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 University may request the member to attend a designated Faculty Development program during the tenure-track period

6. Duty, Salary, and Benefits	♦ Duty hours	Scheduled working days and working hours (start time, finish time, rest periods) are as specified in the university regulations. As for research work, the Discretionary Labor System of Japan applies. Hence, working hours for research as well as how research should proceed are at the discretion of each faculty member.
	♦ Place of Work	Waseda Campus
	♦ Salary	Provided in accordance with the university regulations
	♦ Benefits and Commutation Expenses	Provided in accordance with the university regulations
	♦ Retirement Payment	Provided in accordance with the university regulations
	♦ Holidays and Vacations	New Year Holidays, National Holidays, and University Anniversary Day (excluding national holidays designated by the university as workdays) Vacations are (1) non-working days designated by Japanese laws and ordinances, such as Labor Standards Law, and (2) those designated by the university (e.g., summer/winter vacation periods and periods when offices are closed).
	♦ Social Insurance Program	Employees' Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
7. Date of Employment	April 1, 2025 or September 1, 2025	

Your application will be accepted only when (1) and (2) below are completed/submitted.
For ③ and ④ under (2), download designated forms from the link below.

8. Procedure

For the other items, you may use any form.

Prepare ①-⑤ in English. ⑦ may be in either English or Japanese.

<https://waseda.app.box.com/folder/193054471255?s=h594r1nxexlhowclw9z0xtotwlgqu4vn>

(1) Web Entry

Submit your information via the following website by March 22, 2024:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=qwVR6olzpjKIXo4hv2c5kA>

(2) Documents to be submitted

① Check List

Confirm the following documents are in order and attach the list.

<https://waseda.box.com/s/ivnjfmzm5n1x4ezn4rjasmoqpj3u02g9>

② Letter of Application

Briefly explain your interest in and suitability for a faculty position at SILS/GSICCS. This will be considered your cover letter.

③ Curriculum Vitae in English

Download the designated form from the link below and fill in all items.

<https://waseda.box.com/s/en3dmqha2f5mvru8idenx8wfhzfxr8a6>

- ◆ Be sure to indicate whether you currently hold a tenured position.
- ◆ If you hold position(s) in Japan, indicate their Japanese title(s) as well.

④ Education and Research Accomplishments

Submit a, b, and c below

a. Education and Research Achievements I – IV)

- ◆ Download the designated form from the link below and fill in all items in English

<https://waseda.box.com/s/otbee47u0vlisxkazfyohb46ioqkrux>

b. Research accomplishments

- ◆ Submit (photocopies of) up to three articles/ books that best represent your research. Provide an approximately 250-word summary for each of these publications.
- ◆ With regard to forthcoming publications, submit letters from the publishers/journal editors that verify their acceptance.
- ◆ As for articles/books written in foreign languages, their original titles must be accompanied by English translations. Also, provide a brief summary in English for each of them.

c. Teaching activities

- ◆ Submit documents that are relevant to your current (or past) teaching activities, such as course syllabi and class handouts.

⑤ Teaching and Research Plans

- ◆ Submit a course description and syllabus for one course you might teach at SILS as well as those for one course you might teach at GSICCS.
 - ◆ Submit a statement regarding your teaching philosophy and vision, and another on your research interests and plans.
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	⑥ Photocopy of diploma of highest degree
	<p>⑦ Two Recommendation Letters</p> <p>Two recommendation letters (preferably in English, but Japanese is acceptable) – signed and scanned on institutional letterhead – sent directly by the referees to the email address listed in section “12. Enquiries.”</p> <p>Please tell your referees to designate the email subject as “Film Studies (Name of Applicant) Recommendation Letter.”</p>
	<p>⑧ Others</p> <p>Submit a list of the names of two additional recommenders, with the following information about them: affiliation, title, and contact details (telephone number, and email address).</p> <p>These individuals might be contacted during the selection process.</p>
<p>Note: In principle, the submitted documents will not be returned to the applicant. Also, we cannot respond to any inquiry regarding whether we have received your application form or recommendation letters.</p>	
9. Mailing Address	<p>Faculty Employment Search Committee (Film Studies)</p> <p>School of International Liberal Studies/Graduate School of International Culture and Communication Studies, Waseda University</p> <p>1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> <ul style="list-style-type: none"> * On the envelope, write “Application Documents for English Language Education” in red. * Send the envelope by simplified registered post or by delivery service (courier) to ensure that the application package can be tracked. * Submission of application documents in person/by email will not be accepted.
10. Application Period	<p>Web Entry: December 22, 2023 – March 22, 2024 23:59 (JST)</p> <p>Documents Submission: December 22, 2023 – March 29, 2024</p> <p>(All application materials must arrive by 17:00 (JST) on March 29, 2024.)</p> <ul style="list-style-type: none"> * Applications submitted after the deadline will not be accepted for any reason.
11. Application Process	<p>(1) 1st stage: document screening.</p> <p>Results will be sent to the email addresses provided on applicants' CVs in late April 2024</p> <p>(2) 2nd stage:</p> <p>Interview, which will include a mock lecture and research presentation, for selected applicants on 25th or the 26th of May, 2024.</p> <p>In principle, interviews are conducted in person at Waseda University (Tokyo), with the possibility of having them online. Travel expenses are to be borne by each applicant.</p> <p>(3) Final results will be notified by mid-August 2024 (exact date tbc.).</p>
12. Inquiries	<p>For inquiries, contact:</p> <p>Faculty Employment Search Committee (Film Studies),</p> <p>School of International Liberal Studies/Graduate School of International Culture and Communication Studies, Waseda University</p>

E-mail: sils-ap@list.waseda.jp

Office Hours: Monday – Friday 9:00 – 17:00

*Closed on weekends, public holidays, and special university holidays

13. Websites

For general information on the School of International Liberal Studies/Graduate School of International Culture and Communication Studies, refer to the following websites:

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

GSICCS: <https://www.waseda.jp/fire/gsiccs/en/>

- Any personal information submitted will be used for screening purposes only. The information submitted by the successful applicant who later joins Waseda University will be retained and used for employment purposes. The personal information of all other applicants will be disposed of, in accordance with the university regulations.
- Waseda University is committed to enhancing the diversity of its faculty by pursuing globalization and gender equality. In all matters related to faculty recruitment and promotion, the university prohibits any form of discrimination on the basis of one's nationality, gender, religion, creed, political affiliation, or disability.