

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

<b>1. Field of Specialization</b>	<p>Spanish / Area Studies</p> <p>A successful candidate will have an outstanding teaching and research record in Spanish Language Education, as well as expertise in an aspect of Area Studies of Spanish-speaking countries. Prior experience in CLIL-based teaching is highly desirable. (CLIL: Content and Language Integrated Learning)</p>
<b>2. Work Responsibilities</b>	<p>(1) Teaching</p> <p>Chief subjects to be taught include all levels of Spanish language courses. These courses should be taught in Spanish and English, with Spanish serving as the primary language of instruction. Clear explanation in English will also be required.</p> <p>Examples: Spanish I (elementary), Spanish II (elementary), Spanish III (intermediate), Spanish IV (intermediate), Spanish V (advanced), Intensive Spanish I (elementary), Intensive Spanish II (intermediate), Spanish Plus 1 (advanced), Spanish Plus 2 (advanced)</p> <p>Note: Generally, in this role, the successful candidate will teach four <i>koma</i> a week, with each <i>koma</i> being a 100-minute class.</p> <p>(2) Conducting scholarly research, presenting at conferences, and publishing results</p> <p>(3) Carrying out other educational duties, such as:</p> <ul style="list-style-type: none"> <li>• Participation in orientation sessions on Spanish courses, as well as those on study-abroad programs in Spanish-speaking countries</li> <li>• Matters related to Spanish language teaching</li> </ul> <p>(4) Others</p> <p>Any other matters specified in the university or school regulations, including tasks related to entrance examinations and other administrative duties.</p>
<b>3. Qualifications</b>	<p>(1) Ph.D. or equivalent research profile</p> <p>(2) An ability to teach in Spanish and English. A native or near native proficiency in Spanish is required.</p> <p>(3) Teaching experience at the college level is preferred.</p>
<b>4. Number of faculty to be hired</b>	1 person
<b>5. Status / Position</b>	Assistant Professor (non-tenure-track)
<b>6. Period of Employment</b>	<p>2 years</p> <p>* Considering factors such as education, research, and work performance, the school may annually renew the initial two-year contract for up to three additional years. However, the combined period of employment cannot exceed five consecutive years.</p> <p>* If the successful candidate has held an employment contract under any job title with Waseda University since April 1, 2013, the contract period and the possibility of reappointment specified above may not apply, unless there has been a gap of at least six months during which the candidate did not have any contract with the university.</p>

<b>7. Work, Salary, and Benefits</b>		Scheduled working days and hours (including start and end times, recess, etc.) are as specified in the university regulations. However, under the Discretionary Labor System for Professional Work, the specific working hours and methods of work are left to the discretion of the faculty.
	• Duty hours	
	• Place of Work	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	Holidays include Saturdays, Sundays, New Year holidays, national holidays, and the university foundation day. However, exceptions may apply to 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	Employees' Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
<b>8. Date of Employment</b>		April 1, 2026 or September 1, 2026
<b>9. Documents to be submitted</b>		The application process is complete when both (1) and (2) listed below are submitted by the stated deadline.

( 1 ) Web Entry

Submit your information via the following website.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=2OqtTu2Y026SK3W7aY8-WA>

( 2 ) Documents

① A letter of application in English	Explain your teaching and research interests at the School of International Liberal Studies and how you are suited for a faculty position here.
② Curriculum Vitae	Complete the designated form, which can be downloaded from the link below.  <a href="https://www.waseda.jp/fire/sils/en/recruitment/">https://www.waseda.jp/fire/sils/en/recruitment/</a>
③ A statement of aspirations	Explain what kinds of courses you could teach (with concrete examples), as well as what other educational contributions you could make to the School of International Liberal Studies.

④ Academic and Research Achievements	<p>Complete the designated form, which can be downloaded from the link below.</p> <p><a href="https://www.waseda.jp/fire/sils/en/recruitment/">https://www.waseda.jp/fire/sils/en/recruitment/</a></p> <p>*For research achievements in languages other than English, provide titles in both the original language and English.</p> <p>In addition, the following documents must also be submitted.</p> <p>a. Research accomplishments</p> <ol style="list-style-type: none"> <li>1) For forthcoming publications, submit a letter from the publisher or journal editor verifying their acceptance for publication.</li> <li>2) Up to five main achievements, such as papers and books, that have been published within the five years prior to the time of application. (Photocopies will be accepted.)</li> <li>3) Summary of each of the submitted achievements (approximately one A4 page in total)</li> </ol> <p>b. Teaching experience</p> <ul style="list-style-type: none"> <li>• List the titles of up to five courses you have taught, along with their descriptions and syllabi; briefly explain what you have done in each course (approximately one A4 page in total).</li> </ul>
⑤ Photocopy of diploma of highest degree(s)	
⑥ Two letters of recommendation	Have two recommenders send recommendation letters (either in English or Japanese) in sealed envelopes directly to the address below.
⑦ Other references	Provide the names, affiliations, titles, and contact information (e.g. telephone numbers and email addresses) of two additional recommenders.

Note : The documents requested in categories ①, ②, ③, ④a 3) and ④b must be submitted in English. Those in categories ④a 1) - 2), ⑥, and ⑦ may be in English or Japanese. Categories ① and ④a - b allow submissions in any format. In principle, the submitted documents will not be returned. Also, inquiries about application status cannot be addressed.

<b>10. Mailing Address</b>	<p>Faculty Employment Search Committee (Spanish Language Education /Area Studies) School of International Liberal Studies, Waseda University 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> <p>On the envelope, please indicate the following text in red. “Application Documents for the Assistant Professor (non-tenure-track) position of Spanish Language Education/Area Studies”</p> <p>*Please use registered post or a delivery service that provides package tracking. *Applications submitted in person or via email will not be considered.</p>
<b>11. Application Period</b>	<p>Friday June 20, 2025 – Friday August 1, 2025</p> <p>All application materials must be received no later than 5pm on August 1, 2025. No exceptions will be permitted.</p>
<b>12. Application Process</b>	<p>(1) Preliminary screening will be based on the application documents. Candidates who pass the first stage of the selection process will be notified at the e-mail address provided in their curriculum vitae by early September 2025.</p> <p>(2) In principle, those who pass the first screening must attend an interview, which will include a mock lecture, at Waseda University, Tokyo on Sunday September 21 in 2025. Applicants are responsible for bearing their own transportation costs for the interview. An online interview may be arranged for those unable to come to campus.</p> <p>(3) Final results are tentatively scheduled to be released in early December 2025.</p>
<b>13. Inquiries</b>	<p>Faculty Employment Search Committee: Spanish Language Education/Area Studies School of International Liberal Studies, Waseda University E-mail: <a href="mailto:sils-ap@list.waseda.jp">sils-ap@list.waseda.jp</a> Office Hours: Monday - Friday 9:00am - 5:00pm *The office is closed on weekends, public holidays, and special university holidays</p>
<b>14. Website</b>	<p>For further information on the School of International Liberal Studies, visit the following website. <a href="https://www.waseda.jp/fire/sils/">https://www.waseda.jp/fire/sils/</a></p>

#### Personal information

The personal information provided will be used solely for appointee selection purposes. While the appointee's information will be retained as part of employment records, all other applicants' information will be disposed of in accordance with university regulations.

(\*) Waseda University is dedicated to promoting diversity and inclusion. In all aspects of faculty recruitment and promotion, it strictly prohibits discrimination on the grounds of sex, disability, sexual orientation, gender identity, nationality, ethnicity, creed, or age.