

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

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**1. Field of Specialization** French Language / Area Studies  
The successful candidate will have an outstanding teaching and research record in French Language studies, as well as expertise in an aspect of Area Studies of the French-speaking countries. Prior experience in CLIL-based teaching is desirable (CLIL: Content and Language Integrated Learning)

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(1) Teaching

Chief subjects to be taught include all levels of French language courses. These courses should be taught in French and English, with French serving as the primary language of instruction. Clear explanations in English will also be required.

Examples of courses to be taught (in principle):

-French language, level 1, 2, 3

-French studies in the candidate's Area (in English and French)

Note: Generally, in this role, the successful candidate will teach four *komas* a week, with each *koma* being a 100-minute class.

**2. Work Responsibilities**

(2) Conducting scholarly research, presenting at conferences, and publishing results

(3) Carrying out other educational duties, under the supervision of the French program coordinator, such as:

- Participation in orientation sessions on French courses, as well as those on study-abroad programs in French-speaking countries
- Matters related to French language teaching

(4) Others

Any other matters specified in the university or school regulations, including tasks related to entrance examinations and other administrative duties.

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**3. Qualifications**

(1) Ph.D. or equivalent research profile

(2) An ability to teach in French and English. A native or near native proficiency in French is required.

(3) Teaching experience at university level is preferred.

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**4. Number of faculty to be hired** 1 person

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**5. Status / Position** Assistant Professor (non-tenure-track)

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**6. Period of Employment** 2 years

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\* 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.

\* 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.

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<b>7. Work, Salary, and Benefits</b>	<ul style="list-style-type: none"> <li>• Duty hours</li> </ul>	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.
	• 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	<p>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.</p> <p>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).</p>
	• Social Insurance	Employees' Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
<b>8. Date of Employment</b>	April 1, 2027 or September 1, 2027	
<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	<p>Submit your information via the following website.</p> <p><a href="https://my.waseda.jp/application/noauth/application-detail-noauth?param=nxKDwD_02-BF_5E-WCg4Ag">https://my.waseda.jp/application/noauth/application-detail-noauth?param=nxKDwD_02-BF_5E-WCg4Ag</a></p>	
(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	<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>
	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.

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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>
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⑤ Photocopy of diploma of highest degree(s)	
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⑥ Two letters of recommendation	<p>Have two recommenders send recommendation letters (either in English or Japanese) in sealed envelopes directly to the address below.</p>
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⑦ Other references	<p>Provide the names, affiliations, titles, and contact information (e.g. telephone numbers and email addresses) of two additional recommenders.</p>

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 ④ a-b allow submissions in any format. In principle, the submitted documents will not be returned. Also inquiries about application status cannot be addressed.

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<b>10. Mailing Address</b>	<p>Faculty Employment Search Committee (French Language/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 French Language/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 March 6, 2026 – Wednesday May 6, 2026</p> <p>All application materials must be received no later than 5pm on May 6, 2026. 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 late May 2026.</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 Saturday June 6 2026. 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 late September 2026.</p>
<b>13. Inquiries</b>	<p>Faculty Employment Search Committee: French Language/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. <u>SILS: <a href="https://www.waseda.jp/fire/sils/">https://www.waseda.jp/fire/sils/</a></u></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.