

Waseda University
Faculty of Letters, Arts and Sciences
Tokyo, Japan

1. Specialty: American Poetry

2. Number of Positions Available: One

3. Position: Tenured full-time, associate professor, assistant professor or professor

4. Chief subjects to be taught:

- Give lectures and specialised seminars (*enshu*) in the Faculty of Letters, Arts and Sciences (primarily those of the School of Culture, Media and Society and the School of Humanities and Social Sciences) related to American Literature, focusing mainly on American poetry
- Give lectures, seminars and thesis supervision for the Graduate School of Letters, Arts, and Sciences

NB) Specifics of classes will be determined by the departments concerned after the successful applicant has been appointed.

5. Salary and benefits: Determined by the university's regulations

- Salary and Allowances: Determined by the university's regulations
- Commutation Allowance: Determined by the university's regulations
- Retirement Payment: Determined by the university's regulations
- Holidays: Saturdays, Sundays, New Year Holidays, National Holidays, Substitute Holidays (instead of the national holidays on which you work in a year.) and University Anniversary (excluding days specified by the university on which classes are held)
- Transferring Holidays: Should unavoidable circumstance happens and there need to work on holidays, you may transfer the holidays on weekdays.
- Vacations: Vacations determined in acts such as Labor Standard Acts and vacations determined by the university
- Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.

6. Starting Date: 1 April 2020

7. Qualifications:

- 1) Academic Achievements on American Poetry
- 2) Experience working at university or research institute level
- 3) Completed doctoral degree, or equivalent academic attainment

8. Application Materials:

- 1) A written statement outlining why you have applied for this post and what you want to achieve (approximately 500 words in English/A4 sheet or approximately 1,000 characters in Japanese/A4 sheet)
- 2) One copy of the official university CV form 「早稲田大学文学学術院教員応募履歴書」 including teaching experience and publications (either in English or Japanese)
 - Only the official Waseda CV form will be accepted. Please download it and follow the instructions for filling it out:
English : <https://www.waseda.jp/flas/news/2018/04/10/1064/>
Japanese : https://www.waseda.jp/flas/application_form/
- 3) Single copies of five representative publications (either offprints or photocopies; a doctoral thesis acceptable)
- 4) Sample proposals for two lectures 「文化構想学部・文学部講義試案（2種類）」: one for a basic content class designed for the School of Culture, Media and Society; and the other, with more specific content, for the English Studies Course in the School of Humanities and Social Sciences
 - Follow the directions and fill out the form for the two proposed lectures which can be Downloaded from:
English: https://www.waseda.jp/flas/glas/assets/uploads/2019/04/07-proposal_for_lecture_en.docx
Japanese: https://www.waseda.jp/flas/glas/assets/uploads/2019/04/07-proposal_for_lecture.docx

- The front of the envelope must have “American Poetry” written clearly in red ink.
- Application materials will not be returned unless the applicant includes a stamped self-addressed envelope (International reply coupons 「国際返信切手券」 should be available from the applicants' local post office). We will send back the materials by 31 August 2019.

9. Deadline:

Applications must arrive no later than 17:00 (JST), Friday, 24 May 2019.

- Send the required materials by registered mail to the address below (See, 11. Contact Information).

NB) Do NOT submit the required materials to our office directly.

10. Selection Schedule:

- 1) First Stage (screening of application materials): Applicants will be informed of the results by Friday, 21 June 2019. Those who pass the first stage will be required to give the information on two reference persons.
- 2) Second Stage (interview): Those who pass the first stage will be invited to interview, which will take place from late June to early July 2019. The candidate will also be required to give a sample lesson.

NB) Candidates will NOT be reimbursed for travel expenses. A skype interview might be possible for overseas applicants.

11. Contact Information:

Personnel Committee

Waseda University Faculty of Letters, Arts and Sciences

1-24-1 Toyama, Shinjuku-ku, Tokyo 162-8644, Japan

E-mail: bungaku-koubo@list.waseda.jp

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.