

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

1. Specialty: Fieldwork-based Urban Studies, or Community Studies

2. Number of Positions Available: One

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

4. Chief subjects to be taught:

The School of Culture, Media and Society and the School of Humanities and Social Sciences

- Give lectures and specialised seminars (*enshu*) related to Urban Studies, or Community Studies in the School of Culture, Media and Society
- Course titles include “Community Theory”, “Global Issues and Community”, “Environment and Society” and

The Graduate School of Letters, Arts, and Sciences

- Give lectures and seminars, and undertake thesis supervision for students taking the Course on Sociology
- Course titles include “Seminar on Sociology” and “Advanced Lecture on Sociology”.

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 occur and there is a need to work on holidays, you may transfer the holidays on weekdays.
- Vacations: Vacations determined in acts such as the 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 2021

7. Qualifications:

- 1) Research on community which relates to global issues based on fieldwork
- 2) Completed doctoral degree, or equivalent academic attainment
- 3) Experience working at university or research institute level for 2 years or more
- 4) Preferably to give lectures both in English and Japanese

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)
- 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 School of Humanities and Social Sciences; and another, with more specific content including approaches and methods, or practical lessons of fieldwork.
 - 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/2020/04/03-proposal_for_lecture_en.doc
Japanese: https://www.waseda.jp/flas/glas/assets/uploads/2020/04/03-proposal_for_lecture.docx
- 5) The names and contacts information (telephone numbers, mailing addresses, and e-mail addresses) of their referees, written on a separate sheet of paper.
 - Reference will be made for those who pass the first stage; prior consent is requested.

NB)

- The front of the envelope must have “Fieldwork-based Urban or Community Studies” 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 2020.

9. Deadline:

Applications must arrive no later than 17:00 (JST), Friday, 22 May 2020.

- 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, 19 June 2020.
- 2) Second Stage (interview): Those who pass the first stage will be invited to interview, which will take place on Sunday, 28 June 2020. 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.