

Application Guidelines for a Tenured English Faculty Position
Faculty of Law, Waseda University

1 Courses to Be Taught

English language courses / seminar courses as part of the submajor program / general education courses

2 Number of Positions

One

3 Rank

Assistant Professor or Associate Professor

4 Date of Appointment

1 April 2025

5 Salary and Benefits

- (1) Work Hours: work days, work hours (starting and ending times, breaks), etc., will be according to Waseda University regulations. For research, the Discretionary Labor System for Professional Work (working hours will be deemed as 8 hours per day) applies; how the work is carried out and time allocated will be left to the individual's discretion.
- (2) Salary: Provided in accordance with university regulations
- (3) Days off: Saturday, Sunday, year-end and New Year holidays, national holidays and Waseda Founder's Day (excluding national holidays designated in advance by the university as workdays), days to make up for national holidays designated by the university as workdays.
- (4) Vacation: as determined by laws such as the Labor Standards Act and by the university.

6 Place of Work

In principle, the campuses of Waseda University

7 Qualifications

The applicant must meet all the requirements below.

- (1) Ph.D. (in hand or expected by the time of appointment) or equivalent
- (2) Research field: research focusing on contemporary social issues (in connection to the humanities, the social sciences, or, in particular, American studies)
- (3) Experience teaching English in a Japanese university

- (4) Experience holding a full-time faculty position or equivalent
- (5) If Japanese is not the candidate's first language, the candidate must function sufficiently in Japanese to carry out all duties and responsibilities; if English is not the candidate's first language, the candidate must function sufficiently in English to teach classes entirely in English.

8 Application Documents and Submission Procedure

- (1) Waseda University Curriculum Vitae Form (including Education and Research Achievements)

* Download the document from the link below and complete in Japanese.

<https://waseda.app.box.com/v/lawcv>

- (2) Statement concerning education and research (no more than one A-4 sheet; free format)

* One copy each in English and in Japanese

* Discuss English language education; possible interdisciplinary courses involving research interests and law; and education of students who wish to enter the legal profession or become a legal scholar.

- (3) Original copy, photocopy, or scanned copy of principal publications (no more than five)

- (4) Abstracts for (3) (no more than one A4 sheet for each)

* Either in English or Japanese

- (5) Documents to verify all the publications in the CV

* This could be scanned copies of the journal title page, colophon, and table of contents.

- (6) Scanned copy of diploma of highest degree

- (7) Recommendation letters from two referees

* The letters should be signed, printed on institutional letterhead, and scanned; if possible, they should be sent from an institutional email account.

* Either in English or Japanese

§ Submit documents (1)~(6) all together to FOL-apply-English@list.waseda.jp The subject heading of the email should be 「法学部英語担当専任教員応募書類」.

§ Each referee should send (7) directly to FOL-apply-English@list.waseda.jp

The subject heading of the email should be “School of Law Tenured English Faculty Recruitment Reference Letter [Name of Applicant]” or 「法学部英語担当専任教員公募推薦状[Name of Applicant]」.

§ If (3) needs to be sent by post, write in red ink on the envelope, 「法学部英語担当専任教員応募書類」, and send as registered mail.

§ Submitted documents will not be returned. If you send original copies for (3) and would like

them returned, include a self-addressed and stamped envelope.

9 Application Period

17 May 2024 (Fri) to 7 August 2024 (Wed) 9AM (JST)

- * Documents (3) sent by post must arrive by 7 August 2024 (Wed).
- * Documents arriving after the application period will not be accepted under any circumstances.

10 Screening Schedule

(1) Document Screening

Select applicants will be notified by email around 2 September 2024.

(2) Interviews

12 September 2024 (Thursday)

Details will be sent to select applicants along with the results of the document screening.

The interviews will be conducted in person; the university is unable to compensate applicants for any expenses incurred.

11 Postal Address

〒169-8050 東京都新宿区西早稲田 1 - 6 - 1

早稲田大学法学部英語担当教員公募事務局

12 Inquiries

FOL-apply-English@list.waseda.jp

Inquiries should be sent in Japanese.

The office CANNOT respond to inquiries made over the phone.

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

(Office closed on weekends and public holidays)

* Any personal information submitted will be used for screening purposes only. Information submitted by the applicant who 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 nationality, gender, religion, creed, political affiliation, or disabilities.

* Smoking is not allowed on any of the Waseda campuses other than in designated outdoor smoking areas.