

Faculty of Political Science and Economics, Waseda University  
Faculty Recruitment Information in Teaching French as a Foreign Language

The Faculty of Political Science and Economics at Waseda University invites applications for a tenure-track or tenured position in Teaching French as a Foreign Language to begin in the spring of 2025 (or a mutually agreed later date).

Waseda University, founded in 1882, is a leading private research university located in central Tokyo. As part of its globalization efforts, The Faculty of Political Science and Economics (the “FPSE”) established a “Foreign Language Regional Minor” in 2019 and has since promoted the use of a second foreign language to enable students to conduct specialized research on regional political and economic phenomena. The successful applicant is expected to serve as a link between the teaching of the French language and that of political science and economics.

1. Affiliation

The Faculty of Political Science and Economics (FPSE), Waseda University

2. Field

Teaching French as a Foreign Language

3. Courses to be taught

The successful candidate will teach French-language courses and seminars for undergraduate programs, as well as related courses in graduate programs.

4. Qualifications

- (1) Applicants must have experience in teaching French as a Foreign Language.
- (2) Applicants must be able to plan, coordinate, and implement the FPSE's French-language curriculum.
- (3) Applicants must also be able to teach in Japanese, providing courses in Area Studies in Francophone countries/areas and in specialized courses in political science, economics, or another field of the social sciences and humanities using literature written in French.
- (4) Applicants must have a Ph.D. degree or expect to obtain it by the time of appointment.
- (5) Applicants need to be able to communicate fluently in Japanese.

5. Number of positions available

One

6. Position rank and title

Professor (tenured), Associate Professor (tenured), Associate Professor (tenure-track), or Assistant Professor (tenure-track)

The position rank, as determined by such factors as the applicant's academic and research record, as well as evaluation during the screening process, will be made known to the applicant at the final interview with the FPSE's senior dean and other executive committee members.

General Idea of Tenure-Track Positions at the FPSE: (Detailed information will be provided after the second round of selection.)

A tenure-track position at FPSE shall be appointed either as Assistant Professor (tenure-track) or Associate Professor (tenure-track), for three years in the first term, followed by two years of reappointment and an additional two years of reappointment, for a total of up to seven years.

As a general rule, the interim review shall be carried out in the second semester of the third year (sixth semester) following the appointment and completed within the first three-year term on the tenure track. When a tenure-track faculty member passes the interim review, the first reappointment of two years shall be confirmed before the end of the initial appointment (three years).

By default, the final review shall be carried out in the second semester of the fifth year (tenth semester) and completed by the end of the fifth year on the tenure track. When the tenure-track faculty member passes the final review, the faculty member will become a tenured faculty member from the following semester. The second reappointment of two years may be granted to a tenure-track faculty member who fails the final review. The tenure-track faculty member may request an interim review or a final review at any time in or after the second semester of the second year (fourth semester) following appointment.

If maternity and/or parental leave is taken before the end of the interim or final review, the period of the tenure-track faculty member may be extended by a period

equivalent to the maternity and/or parental leave, subject to the approval of the University, provided that the total period of continuous service does not exceed 10 years.

If you have had an employment contract with Waseda University (regardless of job title) since April 1, 2013, and there is no period of at least six months without an employment contract with Waseda University at the scheduled start of this position, in principle, there is a limit to the duration of the employment contract. Therefore, the above may not be applied.

## 7. Working conditions

- Salary, allowances, and commuting expenses are commensurate with qualifications and are based on Waseda University pay scales.
- The workplace will, in principle, be on a Waseda University campus.
- Scheduled working days and working hours (starting/finishing times and rest periods) are based on university regulations. The discretionary labor system for professional work will be applied to research work. Considering the nature of research work, working hours are at the discretion of each faculty member.
- Holidays

Holidays are Saturdays, Sundays, New Year's holidays, legally recognized public holidays, and compensatory holidays appointed by the University for holding classes on public holidays and the anniversary of the University's founding. Holidays prescribed as working days determined by the University in advance will be excluded. There may be cases where classes and other types of FPSE work will be scheduled on holidays. Employees may take compensatory holiday(s) for those occasions. For the academic calendar of the university, please see the URL below.

<https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar>

- Leave

Leave is determined by the Labor Standards Act and other related laws, including days that are designated by the University as leave days.

- Social insurance

Pension, health insurance, labor insurance, and employment insurance are provided based on university regulations.

- Research Funding

Individual research allowance: 210,000 yen (per year)

Academic conference traveling subsidies: 90,000 yen (per year)

International academic conference traveling subsidies: 110,000 yen (per year)

Other competitive research funds are available at Waseda University.

- Retirement benefits

Retirement benefits will be paid to tenured Professors and tenured Associate Professors in accordance with university regulations.

No retirement benefits will be provided to Associate Professors (tenure-track) and Assistant Professors (tenure-track). However, if they continue to serve as tenured faculty members after the term as tenure-track faculty members, retirement benefits will be provided in accordance with university regulations. The period of service for calculating the retirement benefits of a tenured faculty member is counted from the date of appointment as an Associate Professor (tenure-track) or Assistant Professor (tenure-track).

8. Scheduled start of employment

April 1, 2025 (or a mutually agreed later date)

9. Application procedure

All applications must be submitted via the following website:

[https://www.wasedapse.jp/en/fpse2/eng\\_input.php](https://www.wasedapse.jp/en/fpse2/eng_input.php)

On the web application form, choose “Teaching French as a Foreign Language” in the “Application Category.”

In “References,” please provide contact information for two referees. If the candidate makes it to the second stage, we will ask them to provide us with a letter of recommendation.

Please prepare PDF copies of the following documents and upload each document to the relevant sections of “Application Documents.”

Please be sure to read the “Notes for using the Web Application Form” from the link below before filling in the Web Application Form.

[https://www.waseda.jp/fpse/pse/assets/uploads/2020/01/20200128\\_Notes-for-using-the-Web-Application-Form.pdf](https://www.waseda.jp/fpse/pse/assets/uploads/2020/01/20200128_Notes-for-using-the-Web-Application-Form.pdf)

Templates for the cover letter and curriculum vitae are available from the following website: <https://www.waseda.jp/fpse/pse/news-en/2024/04/11/21088/>

1) Cover letter with your contact information

Download the prescribed form from the above website. Fill out the form and upload it to “(1) Application Form/Cover Letter.”

2) A curriculum vitae with a list of academic/research accomplishments

Upload it to “(2) Curriculum vitae with a list of academic/research accomplishments.”

Use either a free format or the prescribed formats found on the website. Please put both curriculum vitae and academic/research accomplishments into a single PDF file when you use the prescribed formats.

3) A research statement

Both in Japanese (approximately 1,000 characters/kana) and in French (500 words).

Describe your past research and future research plans. The format is free.

Upload it to “(3) Additional application material 1.”

4) A teaching statement

Put followings into a single PDF file and upload it to “(3) Additional application material 2.”

(4-A) Teaching statement

Both in Japanese (approximately 1,000 characters/kana) and in French (500 words).

(4-B) Syllabus of a “French Seminar”

Prepare a course syllabus of 14 units (100 minutes for each unit) for students at the CEFR B1~B2 level with reference to the following.

The “French Seminar” aims to improve academic communication skills in French by encouraging students to read, make presentations, and discuss texts on Francophone societies; it is an advanced class for undergraduates taking French as a second foreign language. The course will be taught once a week for 14 weeks, with a class size of 15 students (maximum). The focus is to develop students’ practical competence in French through a variety of approaches, such as reading texts, accurately understanding and translating visual and audio materials, and

exchanging opinions on a range of topics from international relations to everyday life.

Reference: Syllabus search system

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

Please input “French Seminar” for Course Title and choose “Schl Political Sci/Econo” for School.

(4-C) A lesson plan for one unit in the course syllabus above (any unit except the first class).

5) Three major academic works

Put them together in a PDF file and upload the file to “(3) Additional application material 3.”

Should you wish to submit a hard copy of your work (books, book drafts, etc.), please send the material by registered mail to arrive on or before the application deadline. (Please note that items submitted will not be returned.)

The address is as follows:

Attn: Application for Faculty Position in French

Faculty of Political Science and Economics, Waseda University

1-6-1 Nishi Waseda, Shinjuku, Tokyo 169-8050 Japan

6) Summary of your three major academic works

Provide a summary of each work in approximately 600 characters/kana of Japanese and approximately 300 words of French. The format is free. Upload the summary to “(3) Additional application material 4.”

7) [Degree holder] Proof of the award of a Ph.D. degree (copy of a diploma or a certificate of degree conferral): Upload it to “(3) Additional application material 5.”

[Degree candidate] A document/letter which confirms when a doctoral degree is expected to be awarded. Upload it to “(3) Additional application material 5.”

When uploading each file to the relevant sections, please title each file as follows. Please insert your last name where it says “YOURLASTNAME” in the below file

names (e.g., 01\_WASEDA.pdf).

Your document	Name of your document	Upload Category
1) Cover letter (The prescribed form)	01_YOURLASTNAME. pdf	(1) Application form/Cover letter
2) CV	02_CV_YOURLASTNAME. pdf	(2) Curriculum Vitae with a list of academic/professional accomplishments
3) Research Statement	Research_YOURLASTNAME. pdf	(3) Additional application material 1
4) Teaching Statement	Teaching_YOURLASTNAME. pdf	(3) Additional application material 2
5) Three major works	Work_YOURLASTNAME. pdf	(3) Additional application material 3
6) Summary of the three major works	Summary_YOURLASTNAME. pdf	(3) Additional application material 4
7) Document regarding your doctoral degree	Degree_YOURLASTNAME. pdf	(3) Additional application material 5

When your application has been submitted successfully, you will receive an automatic reply titled “Notification of completion of registration (Waseda University)” to the email address you gave on the Web Application Form.

Please be sure to check that all the information you submitted and the documents you uploaded are shown in the email.

#### 10. Deadline

The deadline is 1 p.m., June 6, 2024 (JST).

#### 11. Recruitment process

There will be three stages to the recruitment process: 1) Shortlisting based on document screening. 2) An interview with members of the search committee, including a mock lecture and a research presentation. 3) An interview with the FPSE’s senior dean and the executive committee members.

The result of the recruitment process will be made known to the candidate. The schedule of the second stage, including travel arrangements, will be made known to candidates who pass the first stage.

#### 12. Inquiries

Inquiries should be made only by email. The address is as follows.

[pse-hr-french24@list.waseda.jp](mailto:pse-hr-french24@list.waseda.jp)

Waseda University is committed to enhancing diversity and inclusion. In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of sex, disability, sexual orientation and gender identity, nationality, ethnicity, creed, and age.

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