

1. Job Title	Part-time lecturer in Academic English Writing, Global Education Center (GEC), Waseda University
2. Number of Positions	Approximately 20
3. Job Type	Part-time lecturer
4. Contract Period	If teaching in the Spring Semester and Fall Semester: From April 1, 2018, to March 31, 2019
5. Contract Renewal	Contract renewal shall be determined based on the following factors: (1) The prospect of courses being held in the subsequent school year or semester (dependent on the number of students taking the relevant courses) (2) The lecturer's work performance and attitude (3) The lecturer's competence and aptitude
	When the contract period ends, the University may renew the contract for a further period that does not exceed one year.
	The period during which a person works as a part-time lecturer at the University may continue for a maximum of 10 years, including periods serving as a part-time lecturer in other departments and periods covered by an employment contract with the University for a different job category. If courses are taught in every academic year, periods corresponding to semesters during which no courses are taught and periods starting from the day on which a contract is canceled owing to courses not being offered in the relevant semester are not treated as blank periods. The contract period for part-time lecturers who have been continually employed from 31 March 2014 or before will not continue beyond the year in which the relevant part-time lecturer reaches the age of 70.
6. Salaries	<p>Method of Calculation:</p> <p>For teachers aged 49 and below, ¥29,810 per month for each 90-minute period taught.</p> <p>For teachers aged 50 and above, ¥32,050 per month for each 90-minute period taught.</p> <p>N.B.</p> <p>1) Salaries are based on a lecturer's age as of 1 April.</p> <p>2) If revisions are made to lecturer salaries, the amounts indicated above may change.</p> <p>3) Salaries are paid out on the 15th of each month.</p> <p>However, if a payment date falls on a bank holiday, the salary is paid on the previous business day.</p> <p>Commutation Allowance: A commutation allowance is provided, based on a claim by the lecturer for a fare covering a distance and route</p>

	<p>recognized by the University as being reasonable.</p> <ul style="list-style-type: none"> Salary example from AY 2017 (monthly amount for lecturer aged 49 or below and teaching four 90-minute periods per week during the Spring Semester and Fall Semester): Lecturer salary ¥29,810 x four periods = ¥119,240 per month Salary example from AY 2017 (monthly amount for lecturer aged 50 or above and teaching two 90-minute periods per week during the Spring Semester and Fall Semester): Lecturer salary ¥32,050 x two periods = ¥64,100 per month 																
7. Job Description	<ul style="list-style-type: none"> Teaching academic English writing classes at the GEC using assigned materials and common syllabuses (2~4 classes per week) (Please refer to the sample syllabuses below.) Actively engaging in faculty development programs and communicating with colleagues on the development of English programs at the GEC <table border="1"> <tr> <td>Course Names</td><td>Academic Writing and Discussion in English α Academic Writing and Discussion in English β</td></tr> <tr> <td>Course Description</td><td> System: Based on the quarter system (4 quarters per year) Number of lessons: 15 lessons for each quarter-based course (2 lessons per week x 7.5 weeks) Number of students: As a general rule, up to 12 students in each class Contents of the courses: Refer to the sample syllabuses. α: < https://www.wsl.waseda.jp/syllabus/JAA104.php?pKey=9S050002010120179S050002019S&pLng=en > β: < https://www.wsl.waseda.jp/syllabus/JAA104.php?pKey=9S050002020120179S050002020S&pLng=en > </td></tr> <tr> <td>Days/Class Periods</td><td> Can be chosen from the patterns below. <table border="1"> <tr> <td>Monday 2nd period & Thursday 2nd period</td><td>Tuesday 2nd period & Friday 2nd period</td></tr> <tr> <td>Monday 3rd period & Thursday 3rd period</td><td>Tuesday 3rd period & Friday 3rd period</td></tr> <tr> <td>Monday 4th period & Thursday 4th period</td><td>Tuesday 4th period & Friday 4th period</td></tr> <tr> <td>Monday 5th period & Thursday 5th period</td><td>Tuesday 5th period & Friday 5th period</td></tr> </table> </td></tr> <tr> <td>Place of work</td><td>Waseda University campus</td></tr> </table>	Course Names	Academic Writing and Discussion in English α Academic Writing and Discussion in English β	Course Description	System: Based on the quarter system (4 quarters per year) Number of lessons: 15 lessons for each quarter-based course (2 lessons per week x 7.5 weeks) Number of students: As a general rule, up to 12 students in each class Contents of the courses: Refer to the sample syllabuses. α: < https://www.wsl.waseda.jp/syllabus/JAA104.php?pKey=9S050002010120179S050002019S&pLng=en > β: < https://www.wsl.waseda.jp/syllabus/JAA104.php?pKey=9S050002020120179S050002020S&pLng=en >	Days/Class Periods	Can be chosen from the patterns below. <table border="1"> <tr> <td>Monday 2nd period & Thursday 2nd period</td><td>Tuesday 2nd period & Friday 2nd period</td></tr> <tr> <td>Monday 3rd period & Thursday 3rd period</td><td>Tuesday 3rd period & Friday 3rd period</td></tr> <tr> <td>Monday 4th period & Thursday 4th period</td><td>Tuesday 4th period & Friday 4th period</td></tr> <tr> <td>Monday 5th period & Thursday 5th period</td><td>Tuesday 5th period & Friday 5th period</td></tr> </table>	Monday 2 nd period & Thursday 2 nd period	Tuesday 2 nd period & Friday 2 nd period	Monday 3 rd period & Thursday 3 rd period	Tuesday 3 rd period & Friday 3 rd period	Monday 4 th period & Thursday 4 th period	Tuesday 4 th period & Friday 4 th period	Monday 5 th period & Thursday 5 th period	Tuesday 5 th period & Friday 5 th period	Place of work	Waseda University campus
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8. Maximum Period Load	The maximum weekly class load at the University is eight periods.																
9. Class Days & Holidays	<ul style="list-style-type: none"> Class days will be determined by the school offering the relevant courses when they have been finalized. Holidays will be based on the Labor Standards Act and other relevant laws and regulations. 																

10. Qualifications	<p>1. Candidates should have the degree of PhD [ABD also acceptable] (in any research field) or MA (in the field of TESL/TESOL or related fields only).</p> <p>2. Candidates should have at least one year's experience teaching academic English writing at university level.</p> <p>3. Candidates should have sufficient competence in Japanese to conduct administrative procedures or should have the regular availability of assistance for this purpose.</p> <p>4. Candidates should be able to work in the day-and-period patterns described in Section 7.</p> <p>5. Candidates should have basic computer literacy skills (e.g., PowerPoint); the course being taught uses an Internet-based course management system.</p>
11. How to Apply	<p>Please submit the following set of documents by registered mail or by email. In case of registered mail, please write "AWADE PT" in red on the envelope.</p> <p>(1) Curriculum vitae (no specified format)</p> <p>(2) Teaching and academic achievements (no specified format)</p> <p>(3) Copy of a syllabus used by the candidate in the past (preferably a syllabus for an English Writing course)</p> <p>N.B.</p> <p>1) In principle, application documents will not be returned to the sender.</p> <p>2) Candidates may be requested to submit a copy of an article published in the field of teaching English.</p> <p>Address for submission by mail: Director, Global Education Center, Waseda University 1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050</p> <p>Address for submission by email: < gec-apply@list.waseda.jp ></p>
12. Application deadline	23:59 (JST) on Monday 10 July 2017. No late applications can be accepted.
13. Notification of Results	<p>Shortlisted candidates will be informed by email before the end of July.</p> <p>Early submission is strongly recommended, as screening will begin as soon as applications are received.</p>
14. Contact Details	<p>Global Education Center, Waseda University</p> <p>1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo 169-8050</p> <p>Tel: 03-3204-9196</p> <p>Email: gec-apply@list.waseda.jp</p>