

**Global Education Center, Waseda University**  
**Faculty Recruitment Information**  
**(Academic English Writing)**

The Global Education Center (GEC\*) of Waseda University, a long-established private university located in central Tokyo, invites applications for **a full-time, tenure-track (or tenured) position in Academic English Writing**. The successful applicant is expected to teach academic English writing to both Japanese and international students. We particularly welcome applications by those who are enthusiastic about the teaching of English for academic purposes. The appointment will be made at the rank of either Associate Professor or Assistant Professor beginning in April 2023 or September 2023.

\*GEC enables integrated learning by providing courses that complement the curriculum in students' undergraduate faculties (major fields). These courses cover diverse areas of study and incorporate a range of learning styles.

**1. Qualifications**

- (1) Hold a doctoral degree (Ph.D.) in applied linguistics, education, or a related field.
- (2) Have an overall English ability sufficient to carry out the below-mentioned jobs.
- (3) Japanese language proficiency is strongly preferred.
- (4) Have previous experience teaching Academic Writing in English at the university level.
- (5) Have research achievements in applied linguistics, preferably with a focus on second language writing.

**2. Job description**

(1) Workload

(a) Teaching load:

Teach academic English writing to Japanese and international students from various departments and schools of Waseda University.

At least 4 class periods per week for the 1st year (1 class period is 100 minutes) for 7 weeks in each semester.

(b) Development of Academic English Writing program(s), mainly for social sciences:

- Develop educational programs and curriculum mainly for social sciences.
- Prepare textbooks and develop teaching materials (e.g., teaching notes for part-time lecturers, quizzes, in-class activities).
- Develop and improve teaching methods suitable for courses at the GEC.

(c) Administer academic English writing courses at the GEC:

- Manage Assistant Professors (without tenure) and part-time lecturers at the GEC.
- Administer educational programs in cooperation with colleagues at Waseda University.

(d) Conduct academic research relating to the above.

(2) Carry out tasks deemed important by either the GEC or the University.

(3) Others

### **3. Working Conditions**

(1) Position: Associate Professor (tenure track) /Assistant Professor (tenure track) or  
Associate Professor (tenured) / Assistant Professor (tenured)

Note: When a position is offered, the rank of the position (associate professor/assistant professor) as well as status of the appointment (tenured or tenure track) will be determined by educational and academic research achievements, performance in the selection procedure, and other factors. The successful applicant will be informed of the position decided and its concomitant salary when the selection procedure is complete.

(2) Number of faculty to be hired: 2 person

(3) Job Location: In principle, work shall be performed at Waseda Campus and places approved by the university other than Waseda Campus.

(4) Starting Date: April 1, 2023 or September 1, 2023

(5) Period for tenure track: April 1, 2023 to March 31, 2026 or September 1, 2023 to August 31, 2026

Note: In principle, the tenure-track appointment is for five years (the initial term of contract is for three years as written above, and taking into account such factors as education, research, and work performance, the University may extend/renew the term of contract for two years or less) with the possibility of an extension of two years upon application if the member fails the tenure screening process. However, the total employment period as an associate professor (tenure track) / assistant professor (tenure track) shall not exceed 7 years.

Note: The University will judge whether or not the Employee is suitable for the GEC educational program by the end of the 5<sup>th</sup> year.

Note: If an employment contract with Waseda university has existed at any time since April 1, 2013, regardless of job title, the contract period and the possibility of reappointment itself may differ from the above description.

Note: We do not hire multiple Associate Professors (tenure track) or Assistant Professors (tenure track) for one tenured position.

(6) Compensation:

- (a) Duty hours: Scheduled working days and working hours (e.g., the start and end of work, time off) are based on the university regulations. However, the Discretionary Labor System for Professional Work will be applied. Working hours and how to proceed with work are at the discretion of faculty.
- (b) Salary: Provided in accordance with university regulations.  
Further inquiries into salary should be emailed to: [gec-apply@list.waseda.jp](mailto:gec-apply@list.waseda.jp)
- (c) Benefits and Commuting Expenses: Provided in accordance with university regulations.
- (d) Holidays and Vacations: Saturdays, Sundays, the end and the beginning of the year, National Holidays, and University Anniversary (excluding days specified by the university on which classes are held). Vacations determined in acts such as Labor Standard Acts and vacations determined by the university (e.g., summer and winter vacations, office shut-down periods).
- (e) Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Worker's Compensation Insurance, and Employment Insurance.

**4. Application Materials:**

- (1) Curriculum vitae in English
- (2) Education and Research Achievements in English
- (3) Proof of doctoral degree (a copy of the diploma or a degree certificate issued by the university where the applicant completed his/her graduate work). If the candidate has no doctoral degree, proof of the highest academic degree earned must be submitted.
- (4) Academic transcripts (all post-secondary educational institutions attended).
- (5) Personal statement. (Please use the format provided.)
- (6) A sample syllabus for a course of academic English writing for advanced students.
- (7) Photocopies and/or offprints of up to three major publications (e.g., books, articles, academic papers).
- (8) At least one letter of recommendation.

Please note:

- a) All application materials must be submitted in English.
- b) All documents must be sent by registered mail (e.g., FedEx, DHL), with “AWADE 2023” written in red on the envelope.
- c) None of the application materials submitted will be returned.
- d) Letters of recommendation should be sent by e-mail (address: [gec-apply@list.waseda.jp](mailto:gec-apply@list.waseda.jp)) or by mail (address: please refer to the bottom of this document)

from your academic advisors or equivalents by the application deadline. Letters of recommendation should include the phone number and email address of the recommender so that they can be contacted if necessary. When the letter of recommendation is sent by e-mail, it will only be accepted if sent from an official address such as the university to which the recommender belongs.

- e) Applicants who have passed the first-round screening will be requested to submit one more letter of recommendation by September 12th 15:00 in Japan Standard Time in the same manner written in (d).

**5. Deadline for application:** August 3rd, 2022 in Japan Standard Time

**6. Procedures of the Search Committee:**

- (1) Document screening:

Applicants who have passed the first-round screening will be informed through e-mail by late-August, 2022.

- (2) Interview:

An interview with the search committee will be held on September 19th, 2022.

**7. Address to which all application materials should be sent:**

Waseda University Global Education Center

1-6-1 Nishiwaseda, Shinjuku, Tokyo 169-8050, Japan

Note: On the envelope, please write "AWADE 2023".

Contact E-mail: [gec-apply@list.waseda.jp](mailto:gec-apply@list.waseda.jp)

**Inquiries**

All inquiries should be made by e-mail only to [gec-apply@list.waseda.jp](mailto:gec-apply@list.waseda.jp)

The institutional URL is <https://www.waseda.jp/inst/gec/en/>

*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.*