

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, Japan invites applications for **a full-time, tenure-track (or tenured) position in Academic English Writing**. The successful applicant is expected to teach in the Academic Writing and Discussion in English (AWADE) program to both Japanese and international students in social sciences. The successful applicant is also expected to conduct academic research related to L2 English Writing so as to further develop this program. We particularly welcome applications by those who are enthusiastic about the teaching of English for academic purposes.

*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. 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. Qualifications

- (a) Hold a doctoral degree (Ph.D.) in applied linguistics, education, or a related field.
- (b) Have an overall English ability sufficient to carry out the below-mentioned jobs.
- (c) Have previous experience teaching Academic Writing in English at the university level.
- (d) Have previous experience creating teaching materials for Academic Writing in English at the university level.
- (e) Have research achievements in applied linguistics, preferably with a focus on second language writing.

3. Job description

(a) Workload

(i) 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 quarter.

(ii) 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.

(iii) 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.

(iv) Conduct academic research relating to the above.

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

(c) Others

4. Working Conditions

(a) Number of faculty to be hired: 1 person

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

Note: In order to prevent passive smoking, smoking is not allowed on all campuses except in designated areas.

(c) Starting Date: September 1, 2023 or April 1, 2024

(d) Period for tenure track: September 1, 2023 to August 31, 2026 or April 1, 2024 to March 31, 2027.

Note: In principle, the tenure-track appointment is for five years (the initial term of the contract is for three years as written above, and taking into account such factors as education, research, and work performance, Waseda University may extend/renew the term of the 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: Waseda University will judge whether or not the employee is suitable for the GEC educational program by the end of the 5th year. The details of screening process will be informed by the starting date.

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. It is not possible to continue being employed after reaching 70 years of age.

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

(e) Compensation:

(i) Duty hours: Scheduled working days and working hours (e.g., the start and end of work, time off) are based on university regulations. However, the Discretionary Labor System for Professional Work (working hours will be deemed as 8 hours per day) will be applied. Working hours and how to proceed with work are at the discretion of faculty.

(ii) Salary: Provided in accordance with university regulations.

Model case: Annual salary for a 35-year-old Assistant Professor (tenure-track) is 8,374,560 yen (including tax) in AY2022.

Further inquiries into salary should be emailed to: gec-apply@list.waseda.jp

(iii) Benefits and Commuting Expenses: Provided in accordance with university regulations.

(iv) Holidays and Vacations: Saturdays, Sundays, the end and the beginning of the year, National Holidays, compensatory holidays appointed by Waseda University for holding classes on public 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).

(v) Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Worker's Compensation Insurance, and Employment Insurance.

(vi) Retirement Payment: Provided for tenured faculty members, but not provided for tenure-track faculty members. However, if a tenure-track faculty member is subsequently hired in a tenured

position, the period of employment as a tenured faculty member in calculating the Retirement Payment shall be counted from the date of appointment in a tenure-track position before the change of status.

5. 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) Personal statement (Please use the format provided).
- (5) A sample syllabus for a course of academic English writing for advanced students.
- (6) Photocopies and/or offprints of up to three major publications (e.g., books, articles, academic papers).
- (7) Information on two persons who can act as references for the applicant.

Note: Applicants who have passed the first-round screening will be requested to submit letters of recommendation from these persons **by April 5th, 2023**. Letters of recommendation should be sent by email (address: gec-apply@list.waseda.jp) by the recommender, not the applicant.

Please note:

- a) All application materials must be submitted in English.
- b) **In principle, all the application materials should be submitted via the designed online form(<https://my.waseda.jp/application/noauth/application-detail-noauth?param=PKpI5QCCVqfilnL-nD7DaQ>). If you have trouble submitting materials via the designated online form, send them to the following email address as attachments. Email Address: gec-apply@list.waseda.jp In addition, if you would like to submit books as your major publications, please contact us by email (gec-apply@list.waseda.jp). You may be allowed to submit them via registered mail (e.g., FedEx, DHL).**
- c) **You must use the prescribed format for application materials (1), (2) and (4).**
- d) None of the application materials submitted will be returned.

- e) We, the Global Education Center currently have two openings for positions teaching Academic English Writing.

Tenure-track or tenured position (this faculty recruitment information):

<https://www.waseda.jp/inst/gec/news/2022/10/19/11320/>

Non-tenured position (the other one):

<https://www.waseda.jp/inst/gec/news/2022/10/19/11322/>

You can apply for both positions via the form above if you choose.

- f) Any false information in the application documents may result in the cancellation of employment.

6. Deadline for application: February 16th, 2023, at 23:55 (Japan Standard Time)

7. Procedures of the Search Committee:

- (1) Document screening:

Applicants who have passed the first-round screening will be informed through email by late-March, 2023.

- (2) Interview:

An interview with the search committee will be held at Waseda Campus in mid-April, 2023.

Note: Only in cases where a candidate has to fly from overseas to attend the interview will the GEC provide roundtrip airfare, plus hotel accommodation for two nights (with the limit of 13,000 yen/night). Domestic travel expenses are not available.

Inquiries

All inquiries should be made by email only to gec-apply@list.waseda.jp

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

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.