1. Job Title	Part-time lecturer in Academic English Writing, Global Education Center (GEC), Waseda University
2. Number of Positions	Several
3. Job Type	Part-time lecturer
4. Contract Period	From April 1, 2027 to March 31, 2028
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	Lecturer Salary: Age 49 and below, ¥38,960 per 100-minute period taught per month (AY 2026 monthly amount) Age 50 and above, ¥41,640 per 100-minute period taught per month (AY 2026 monthly amount) Note: 1) Salaries are based on a lecturer's age as of 1 April. 2) If revisions are made to lecturer salaries, the amounts indicated above may change. 3) Salaries are paid out on the 15th of each month. However, if a payment date falls on a bank holiday, the salary is paid on the previous business day. Commutation Allowance: A commutation allowance is provided, based on the actual fare covering the distance and route recognized by the University as being reasonable. [Salary example (monthly amount for lecturer aged 50 or above and teaching two 100-minute periods per week during the Spring Semester and Fall Semester): Lecturer salary ¥41,640 x two periods = ¥83,280 per month (AY 2026 monthly amount)]
7. Job Description	● Teaching English classes*at the GEC *1 class period is 100 minutes Please refer to the sample syllabus from the link below:

<table>
<tr><td></td><td colspan="2">Academic Writing and Discussion in English α (Essentials for Beginners)
https://waseda.box.com/s/zpjxo4g7c3vf1wpbmozvh0z1ylx5a1z1
Academic Writing and Discussion in English β (Academic skills for Intermediate learners)
https://waseda.box.com/s/sel3lzgsg9xbu2eg96xjk4c7c61i9zxc

● Actively engaging in faculty development programs and communicating with university colleagues on the development of English programs at the GEC</td></tr>
<tr><td></td><td>Course Names</td><td>-Academic Writing and Discussion in English α (Essentials for Beginners)
-Academic Writing and Discussion in English β (Academic skills for Intermediate learners)</td></tr>
<tr><td></td><td>Class Description</td><td>System: Based on the quarter system (4 quarters per year: Spring, Summer, Fall, and Winter)
Number of lessons: 14 lessons for each quarter-based class (2 lessons per week x 7 weeks)
Number of students: In principle, around 12 students in each class
Contents of the course: Refer to the sample syllabi above.</td></tr>
<tr><td></td><td>Days/Class Periods</td><td>Can be chosen from the patterns below. Teachers must teach both lessons. For example, a teacher who chooses Monday 2nd period must also teach the Thursday 2nd period class.
It would be particularly desirable if you could teach the periods with an * asterisk.
Monday 1st period & Thursday 1st period*
Monday 4th period & Thursday 4th period*
Monday 5th period & Thursday 5th period*</td></tr>
<tr><td></td><td>Place of work</td><td>Waseda Campus</td></tr>
<tr><td>8. Maximum Period Load</td><td colspan="2">The maximum weekly class load at the University is eight periods.</td></tr>
<tr><td>9. Class Days & Holidays</td><td colspan="2">● 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. Some classes are held on national holidays.</td></tr>
<tr><td>10. Qualifications</td><td colspan="2">1. Candidates should have the degree of PhD [ABD also acceptable] (in which case the research field is open) or MA (in the field of TESL/TESOL or related fields only).
2. Candidates should have at least one year’s experience teaching English academic writing at university level.
3. Candidates should be able to work in the day-and-period patterns described in Section 7.</td></tr>
</table>

11.The type of person we are looking for	1. Have demonstrable experience in teaching academic writing in English where the curriculum and assessments were standardized. Alternatively, candidates should have an understanding of academic writing and the aspects of course standardization. 2. Have an *understanding of* and *experience with* LMS technology, preferably Moodle. 3. Have sufficient competence in Japanese to conduct administrative procedures or should have the regular availability of assistance for this purpose. 4. Have published *at least* 2 academic papers.
12. How to Apply	**Candidates must answer all questions on the web application form**. Please also submit the following set of documents via a designated application form using the specified forms. (1) Curriculum vitae (academic and career record since graduation from university) (2) Copy of a syllabus used by the candidate in the past (preferably a syllabus for an English Writing course) N.B. 1) Candidates may be requested to submit a copy of an article published in the field of teaching English. 2) Candidates invited to interview will be asked to complete an education and achievements form. Designated application form: https://my.waseda.jp/application/noauth/application-detail-noauth?param=hLvxr96N_ohP1fD98KGlHQ
13. Application Period	November 13 ~ November 27, 2026 (11:59AM JST)
14. Notification of Results	Shortlisted candidates will be informed by email with interviews being scheduled for early December.
15. Contact Details	Global Education Center, Waseda University Email: awade@list.waseda.jp