

School of International Liberal Studies, Waseda University

Application Guidelines for an Assistant Professor (non-tenure-track)

(Area Studies and Plurilingual/Multicultural Education: Social & Human Sciences and Chinese)

1. Field of Specialization	Area Studies and Plurilingual/Multicultural Education (Social & Human Sciences and Chinese)
-----------------------------------	--

	<p>(1) Chief subjects to be taught:</p> <p>[In English]</p> <ul style="list-style-type: none">-Introductory Class in the area and the specialty (e.g. International Relations: a Chinese perspective)-Advanced Class in the specialty (e.g. Selected topics in International Relations) <p>[Both in English and in Chinese]</p> <ul style="list-style-type: none">-Intermediate CLIL(Content and Language Integrated Learning) class to prepare students to study the specialty both in English and in Chinese (study-abroad preparation) (e.g. Academic IR reading in Chinese & English: selected topics)
--	---

2. Work Responsibility	<p>[In Chinese]</p> <ul style="list-style-type: none">-Intermediate Class for academic writing and reading in the specialty (study-abroad preparation) (e.g. 运用汉语研究国际关系的学术阅读与写作)-Advanced Class in the specialty (study-abroad follow-up) (e.g. 近代日中关系研究) <p>(2) Consultation for students who wish to study abroad in Chinese speaking countries.</p> <p>(3) Creation and management of a joint study group between regular and exchange students (in English and Chinese)</p>
-------------------------------	---

3. Number of faculty to be hired	1
---	---

4. Status	Assistant Professor (non-tenure-track)
------------------	--

5. Period of Employment	<p>In principle, September 1, 2023 - August 31, 2025</p> <p>* During the term of employment it is not allowed to hold other full-time positions concurrently.</p> <p>* Although his or her term of service shall be until August 31, 2025, Waseda University may re-employ (after updating the contract with) him or her for one year subsequent to the end of the current contract. The application for re-employment will be considered based on the applicant's academic and educational accomplishments and other relevant aspects during the fixed term.</p>
--------------------------------	---

<ul style="list-style-type: none"> ▪ Duty hours 	<p>Scheduled working days and working hours (the start and end of work; recess, etc.) are based on the university regulations. However, the Discretionary Labor System for Professional Work will be applied and working hours and the way to proceed with work are at the discretion of faculty.</p>
<ul style="list-style-type: none"> ▪ Place of Work 	<p>In principle at Waseda Campus</p>

Provided in accordance with university regulations

Annual salary and monthly payment (model wage):
*for AY 2022

6. Salary and Benefits

<ul style="list-style-type: none"> ▪ Salary 	<p>- Assistant Professor (non-tenure-track) Age: 30 Annual salary (before taxes) 5,053,440yen Monthly payment (before taxes) 421,120 yen *4 koma per week in total; 1 koma is a 100 minute class.</p>
--	---

<ul style="list-style-type: none"> ▪ Benefits and Commutation Expenses 	<p>Provided in accordance with university regulations</p>
---	---

<ul style="list-style-type: none"> ▪ Retirement Payment 	<p>Provided in accordance with university regulations</p>
--	---

<ul style="list-style-type: none"> ▪ Holidays and Vacations 	<p>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.)</p>
--	---

<ul style="list-style-type: none"> ▪ Social Insurance 	<p>The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Worker's Compensation Insurance, and Employment Insurance.</p>
--	---

7. Qualifications

- (1) Ph.D. in the academic areas (obtained up to 5 years before the time of appointment [September 1, 2023])
- (2) An ability to teach in English and in Chinese
- (3) A demonstrated will to teach CLIL courses (Content and Language Integrated Learning) with a focus on Chinese studies

8. Submission

- | | |
|---|--|
| (1) A letter of application in English (2 copies) | Explain your interest in and suitability for a faculty position at the School of International Liberal Studies (both in teaching and research). |
| (2) Curriculum Vitae | Download the form, and complete it.

You can download the form by accessing the following link.
https://www.waseda.jp/fire/sils/en/employment/ |
| (3) A letter of your aspiration | Explain courses you might teach at the School of International Liberal Studies, and your broader future contribution to the school. |
| (4) Education and Research Achievement | Download the form, and complete it.
* In case of non-English research accomplishments, both English and original titles should be provided.

You can download the form by accessing the following link.
https://www.waseda.jp/fire/sils/en/employment/

Additionally, the following documents must be submitted.
a. Research accomplishments <ol style="list-style-type: none">1) The chief books and journal articles published within five years prior to the time of application. (up to five items and photocopies can be submitted.)2) With regard to forthcoming publications, please submit a letter from the publisher/journal editor verifying that they have been accepted for publication.3) Summaries of the submitted items (approximately one A4 page) b. Teaching experience and content <ul style="list-style-type: none">• Titles, descriptions, and syllabi of the courses you have taught (up to five courses) and their summary (approximately one A-4 page) |
| (5) Photocopy of diploma of highest degree(s) | |
-

(6) Recommendation letter	A recommendation letter from the department head of current affiliation or the Ph.D. degree awarding university (such as Dean, Director etc.) sent directly by the referees to the address below by email or postal mail in signed, sealed envelopes. It must arrive by September 20th, 2022.
---------------------------	---

Note : All documents must be provided in English. In principle, the documents will not be returned to the applicant. Please further note that we are unable to respond to inquiries about the status of your application.

9. Mailing Address

Faculty Employment Search Committee (APM Program (Chinese))
 School of International Liberal Studies, Waseda University
 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

On the envelope, please indicate the following in red.

“Application Documents for APM Program (Chinese) position

*Please send your documents by registered post, or delivery services (couriers), where the application package can be tracked.

*Submission of application in person and by email will not be accepted.

10. Application Period

April 20th(Wed.), 2022 – September 20th (Tues.), 2022 (All application materials must arrive by 5pm on September 20th, 2022.)

11. Application Process

- (1) Preliminary screening will be based on the application documents. Candidates who pass the first stage of the selection process will be notified to the e-mail address stated in their curriculum vitae in early October, 2022.
- (2) Online recruitment interviews are scheduled for October. Interviews (which will include a demonstration teaching session) for the finalists will be conducted. Details will be notified to the e-mail address stated in their curriculum vitae.
- (3) Final result of the selection will be notified in late December ,2022 (tentatively).

12. Enquiries

Faculty Employment Search Committee
 (APM Program (Chinese))
 School of International Liberal Studies, Waseda University
 E-mail: sils-ap@list.waseda.jp

13. Additional Information:

For further information on the School of International Liberal Studies:
 SILS: <http://www.waseda.jp/sils/en/index.html>

All the personal information you have submitted will be used strictly for the purpose of candidate selection only. As far as personal information of an appointee is concerned, it will be retained in her/his record of employment. Personal information of all other applicants will be disposed of strictly according to university regulations.

(*) 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.