

Waseda University Faculty of Letters, Arts and Sciences, Tokyo

1. Position: Tenured full-time, professor, associate professor, or assistant professor

2. Number of Positions Available: One

3. Starting Date: From: April 1, 2016

4. Specialty: American Culture, American Literature, or American History

5. Qualifications:

- 1) Completed doctoral degree, or equivalent academic attainment
- 2) Experience in working at university or research institute level
- 3) A very high knowledge of and ability in American English preferably at native speaker level
- 4) Experience or potential interest in taking part in English language curriculum management in higher education

6. Duties:

Teach classes for the Faculty of Letters, Arts and Sciences (primarily the School of Culture, Media and Society and the School of Humanities and Social Sciences)

- Lecture classes in the above two schools related to American Culture
- Specialized seminars (enshu) in the above areas for the above two schools
- Graduation seminars for the School of Culture, Media and Society or graduation thesis supervising in the above areas
- English classes for the Faculty of Letters, Arts and Sciences
- Lectures or seminars for the graduate school of the Faculty of Letters, Arts, and Sciences

*Specifics of classes will be determined by the departments concerned after the successful applicant has been appointed.

In addition to teaching, the successful applicant will take part in the planning and management of the English language curriculum and other related duties.

7. Salary and benefits: Determined by the university's regulations

8. Application Materials:

- 1) The official university CV form (早稲田大学文学学術院教員応募履歴書) including teaching experience and publications (1 copy)
(Download the form from the link below)
- 2) Single Copies of three representative publications (either offprints or photocopies)

- 3) Two letters of recommendation (Japanese or English) in sealed envelopes
- 4) Sample proposals for two lectures, one for the School of Culture, Media and Society and one for the School of Humanities and Social Sciences (written in English)
(Download the form from the link below)

*The front of envelope must say “American Culture” in red ink.

*Application materials will not be returned unless the applicant includes a stamped self-addressed envelope, or an envelope and a filled out form for Takkyubin or other home delivery service “chakubarai”.

*Only the official Waseda CV form 「早稲田大学文学学術院教員応募履歴書」(教育・研究業績を含む) will be accepted. Please download it and instructions for filling it out from:

<http://flas.waseda.jp/flas/faculty/application_form/>

*Follow the directions and fill out the form for two proposed lectures 「文化構想学部・文学部講義試案(2種)」 (250-500 words each) which can be downloaded from:

<http://flas.waseda.jp/flas/wp-content/uploads/sites/7/2015/04/04-proposal_for_lecture.doc>

9. Deadline: May 29 (Fri) 18:00 (JST)

*Send the required materials by registered mail or by Takkyubin or other home delivery service to the address below (11. Contact Information).

10. Selection Schedule:

1) First Stage: Applicants will be informed of the results by June 26, 2015.

2) Second Stage: Those who pass the first stage will be invited to interview. Interviews will take place on July 4, 2015. Note: Candidates will not be reimbursed for travel expenses.

11. Contact Information:

Personnel Search Committee

Waseda University Faculty of Letters, Arts and Sciences

1-24-1 Toyama, Shinjuku-ku, Tokyo 162-8644

E-mail: bungaku-koubo@list.waseda.jp

Note: 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.