

**Faculty Search**  
**Waseda University, Faculty of Commerce (primarily responsible for the**  
**School of Commerce)**

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| <b>1. Appointment</b>                       | Tenured and full-time   |
| <b>2. Field</b>                             | English as a Foreign Language   |
| <b>3. Recruitment method</b>                | Open recruitment  |
| <b>4. Date of employment</b>                | April 1, 2020 or September 1, 2020  |
| <b>5. Work responsibilities</b>             | (1) Teaching courses and seminars related to the field of this faculty search.<br>(2) Conducting research.<br>(3) Participation in faculty meetings and committees of the University, tasks related to entrance examination, and other duties.<br>(4) Contribution to social activities.<br>(5) Duties stipulated in the regulations of the University.   |
| <b>6. Position &amp; Working conditions</b> | (1) Professor, Associate Professor, or Assistant Professor (depending on qualifications and experience)<br>(2) Working hours, holidays, leave, place of work, etc.<br>① <b>Working hours:</b> Scheduled working days and working hours (times at which work begins/ends and rest periods) shall be subject to the regulations of the University. A discretionary time management system for professional work shall be applied, and decisions on the means of execution of work and the allocation of time shall be at the employee's discretion.<br>② <b>Holidays:</b> Saturdays, Sundays, New Year's holidays, national holidays, compensatory holidays decided by the University for classes on public holidays, and the anniversary of the university founding, excluding holidays specified as instructional days that are determined in advance by the University<br>③ <b>Leave:</b> Leave determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays.<br>④ <b>Place of work:</b> In principle, the campuses of Waseda University.<br>(3) Remuneration<br>A salary, allowances, and commuting expenses in accordance with the regulations of the University.<br>Severance/retirement benefits in accordance with the regulations of the University.<br>Social insurance: employees' pension insurance, health insurance, workers' compensation insurance, and employment insurance. |
| <b>7. Qualifications</b>                    | Applicants must meet all of the criteria specified in (1) - (3). In addition, applicants whose native language is not Japanese must have a sufficient command of Japanese language to execute their professional duties.<br>(1) Academic qualifications<br>PhD required in applied linguistics, linguistics, TEFL/TESOL, English areas studies, communication theory, or a related discipline<br>(2) Teaching experience<br>Must have at least three years of full-time teaching experience at tertiary level.<br>(3) Research achievements<br>Research should include three publications in English in peer-reviewed journals and/or in equivalent publications or books.  |
| <b>8. Application process</b>               | To apply, complete submissions (1) and (2) by the specified deadline.   |
| (1) Online submission                       | Make an online submission via the following link:<br><a href="https://my.waseda.jp/application/noauth/application-detail-noauth?param=1y30RWf73mYMEmlWx-L5OA">https://my.waseda.jp/application/noauth/application-detail-noauth?param=1y30RWf73mYMEmlWx-L5OA</a>  |

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| (2) Documents required                     | Applicants must submit the following documents specified in 1) - 8).  |
| 1) List of documents for submission        | Use the official Waseda University form.  |
| 2) Application form                        |   |
| 3) Curriculum vitae with photograph        |   |
| 4) Education and research achievement list |   |
| 5) Graduation certificates                 | Certificates of completion of Bachelor's, Master's, and Doctoral degree.  |
| 6) Copies of diplomas                      | Submit copies of all diplomas   |
| 7) Letters of recommendation               | Two letters of recommendation from a former research advisor, current colleague or project collaborator, etc.                         |
| 8) Research publications                   | Originals or photocopies of up to five major research publications.<br>*One copy each.<br>*Do not submit more than five publications. |

The official forms are available for download from the Waseda University School of Commerce website: <https://www.waseda.jp/fcom/soc/news/5676>

\* The School reserves the right to ask for additional documentation.

\* Application documents will not be returned except 8) Research publications, which will be returned if applicants make a request on 1) List of documents for submission. These publications will be returned following the selection process.

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| <b>9. Address for hard copy submission</b> | <b>Personnel Officer, School of Commerce Office</b><br><b>Waseda University, 1-6-1 Nishi-Waseda</b><br><b>Shinjuku-ku, Tokyo, 169-8050 JAPAN</b><br>*Write clearly "School of Commerce Faculty Application Documents (Field: English as a Foreign Language) Enc." on the envelope in red ink.<br>*Submit the application package by a trackable courier service.<br>*Applicants are not allowed to bring their application forms to the School of Commerce directly. |
| <b>10. Application deadline</b>            | <b>August 5, 2019 (JST)</b><br>*(Applications from within Japan) All required documents listed above must be delivered to the School of Commerce with a postmark on or before the deadline.<br>*(Applications from outside Japan) All required documents listed above must be delivered to the School of Commerce by 5:00 p.m. on August 5, 2019 (JST).<br>*Applications received after the deadline will not be accepted.   |
| <b>11. Selection process</b>               | Short-listed candidates will be invited for an interview at Waseda University, and may be asked to conduct a trial lesson and/or make a presentation about their research activities.<br>*Only short-listed candidates will be informed of the date of the interview.<br>*Cost of travel to and from the interview, and other expenses will be borne by the applicant.<br>*Questions related to the selection process or results will not be accepted.               |
| <b>12. Notification of results</b>         | <b>Late November, 2019 (planned).</b>  |
| <b>13. Inquiries</b>                       | Personnel Officer, School of Commerce Office, Waseda University<br>Tel: +81-3-3203-0874 Fax: +81-3-3203-7067<br>E-mail: <a href="mailto:commerce-recruit@list.waseda.jp">commerce-recruit@list.waseda.jp</a><br>Office Hours: Monday-Friday (9:00 a.m. – 5:00 p.m.)<br>Closed on Saturdays, Sundays, and Japanese national holidays, and during the University's holiday periods.  |

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.