

Faculty of Political Science and Economics, Waseda University  
Faculty Position Opening in  
**Teaching English as a Foreign Language/Academic Writing in English**

The Faculty of Political Science and Economics at Waseda University invites applications for the tenured position of Professor or Associate Professor in Teaching English as a Foreign Language/Academic Writing in English. In addition to political scientists and economists, our Faculty includes specialists in linguistics, journalism, and other disciplines in the social sciences, the natural sciences, and the humanities. We offer undergraduate and postgraduate programs, in both Japanese and English, to Japanese and international students. Waseda University, located in central Tokyo, is a leading research university in Japan.

1. Department and institution: Faculty of Political Science and Economics (FPSE), Waseda University
2. Field: Teaching English as a Foreign Language/Academic Writing in English
3. Courses to teach: English language courses and seminars for undergraduate programs; related courses in postgraduate programs.
4. Qualifications and requirements:
  - 1) Applicants must hold a doctoral degree.
  - 2) Applicants must have experience in Teaching English as a Foreign Language, with a specialization in Academic Writing in English being desirable.
  - 3) Applicants must be able to plan, coordinate, and implement FPSE's English-language curriculum.
  - 4) Applicants must also be able to organize and oversee university-wide programs, such as Academic Writing and Discussion in English (AWADE) and Tutorial English. These programs are compulsory for undergraduate students and are run by the Global Education Center at Waseda University and Waseda University Academic Solutions Corporation. For more information on AWADE, see <https://www.waseda.jp/inst/gec/news-en/2019/09/05/7813/>.  
For more information on Tutorial English, see <https://www.w-as.jp/gogaku/en/gte.html>.
  - 5) It is desirable for applicants to have experience designing online-teaching materials.
  - 6) It is desirable for applicants to be able to communicate in Japanese.
5. Number of positions available: One
6. Title: Professor (tenured) or Associate Professor (tenured)

The rank will be determined by the successful candidate's experience in teaching, his or her academic and research accomplishments, and an evaluation of the candidate's performance throughout the screening process. The successful candidate will be notified of the title and the salary by the Dean at the final stage of the screening process.

## 7. Salary and working conditions:

- **Salary and allowances**

Salary and allowances are paid in accordance with the regulations of the University.

- **Working days and hours**

Scheduled working days and working hours (starting/finishing times; rest periods) are based on the regulations of the University. The discretionary labor system for professional work is applied to research work. The nature of academic research being taken into account, working hours and the ways in which to proceed are at the discretion of each faculty member.

- **Holidays**

Holidays are Sundays, New Year's holidays, legally recognized public holidays, and compensatory holidays appointed by the University for classes held on some public holidays and on the anniversary of the University's founding. Holidays fixed in advance by the University as working days are excluded from compensation. When, under exceptional circumstances, teaching and other duties in FPSE are scheduled on holidays, faculty employees are entitled to compensatory holidays.

- **Leave**

Leave is determined by the Labor Standards Act and related laws. In addition, some days are designated by the University as leave days.

- **Social insurance**

Employees join schemes for an employee pension, health insurance, labor insurance, and employment insurance.

- **Research funding**

Individual research allowance: 210,000 yen per annum

Academic conference travel subsidy: 90,000 yen per annum

Academic conference travel subsidy (overseas): 110,000 yen per annum

Various competitive research grants/funds are available at the University.

8. Starting date: April 1, 2021; September 1, 2021; or April 1, 2022 (alternatively, an agreed-upon other date)

## 9. Applications:

Please prepare PDF copies of the documents listed below for your application. Templates for the cover letter and curriculum vitae are available from the following website:

<https://www.waseda.jp/fpse/pse/news-en/2020/08/03/12168/>

- Cover letter (written in English). Please download the template from the website above.
- Curriculum vitae (written in English). You may submit your CV in any format, including the Waseda template available from the website above. Your CV should include a list of academic/professional accomplishments, with peer-reviewed books/articles clearly marked.
- Statement of research and teaching interests. The statement should be written in English and include the following (compiled as a single PDF):

- A summary of three major academic works (approximately 300 words)
- A statement concerning current and future research plans (approximately 500 words)
- A teaching statement (approximately 500 words)
- A sample syllabus for an intermediate-level English course in academic writing, taught online and aimed at nonnative speakers
- A single lesson plan from the syllabus above
- Three major academic works (at least one of which is written in English)
  - Books may be sent directly to the address below, but will not be returned.

Attn: Application for Faculty Position in TEFL/AWE  
 Faculty of Political Science and Economics, Waseda University  
 1-6-1 Nishi Waseda, Shinjuku, Tokyo 169-8050 Japan

Applications must be submitted via the following website:

[https://www.wasedapse.jp/en/fpse2/eng\\_input.php](https://www.wasedapse.jp/en/fpse2/eng_input.php)

In the **Application Category** section of the website, choose “English.”

In the **References** section of the website, provide the contact information of two referees from whom FPSE may request, at some stage of the screening, letters of recommendation.

In the **Application Documents** section of the website, upload the documents listed above as PDF files to the following categories:

Your document	Name of your document	Upload Category
Cover letter	01_YOURNAME.pdf	(1) Application form/Cover letter
CV	02_cv_YOURNAME.pdf	(2) Curriculum vitae
Research and Teaching Statement	statement_YOURNAME.pdf	(3) Additional application material 1
Major academic work	work1_YOURNAME.pdf	(3) Additional application material 2
Major academic work	work2_YOURNAME.pdf	(3) Additional application material 3
Major academic work	work3_YOURNAME.pdf	(3) Additional application material 4

10. Application deadline: 1:00 p.m. (JST) on Friday, September 25, 2020

11. Screening:

There will be three stages in the recruitment process: 1) shortlisting; 2) an interview by the recruiting committee with each shortlisted candidate; and 3) an interview by the Dean with the final candidate. Please note that shortlisted candidates will be asked to send a copy of the doctoral degree certificate (or an equivalent document) to FPSE prior to the day of the interview.

**Note:** For the specific arrangements of the recruitment process, consideration will be given to the then-current circumstances related to the coronavirus pandemic.

**Inquiries (Only by email):** [pse-hr-english@list.waseda.jp](mailto:pse-hr-english@list.waseda.jp)

**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.**