

## Faculty Search

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

<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, 2021 or September 1, 2021
<b>5. Work responsibilities</b>	(1) Teaching courses and seminars related to the field of this faculty search. (2) Engagement in scholarly research and publications. (3) Participation in faculty meetings and committees of the University, tasks related to entrance examination, and other duties. (4) Contribution to social activities. (5) Duties stipulated in the regulations of the University. The University may ask for participation in FD programs.
<b>6. Position &amp; working conditions</b>	(1) Professor, Associate Professor, or Assistant Professor (depending on qualifications and experience) (2) Working hours, holidays, leave, place of work, etc. 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 rules of the University. The national 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. 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. ③ <b>Leave:</b> Leave is determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays. ④ <b>Place of work:</b> The campuses of Waseda University. (3) Remuneration A salary, allowances, and commuting expenses in accordance with the regulations of the University. Severance/retirement benefits in accordance with the regulations of the University. 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) - (4). In addition, applicants whose native language is not Japanese should have a sufficient command of Japanese language to execute their administrative duties. (1) Academic qualifications PhD required in applied linguistics, linguistics, TEFL/TESOL, English areas studies, communication theory, or related disciplines (2) Teaching experience Must have at least three years of full-time teaching experience at tertiary level. (3) Research achievements Research should include at least three peer-reviewed publications in academic journals in English and/or in equivalent publications. (4) Additional requirements Possessing equivalent English competence of native English speakers.

<b>8. Application process</b>	To apply, complete the online submissions (A) and upload the documents (B) on the online submission form.
(A) Online submission	Make an online submission via the following link: <a href="https://my.waseda.jp/application/noauth/application-detail-noauth?param=m5cu6dI5A8voLhGPmhM4qg">https://my.waseda.jp/application/noauth/application-detail-noauth?param=m5cu6dI5A8voLhGPmhM4qg</a>
(B) Documents required	Applicants must upload the following documents specified in 1)-4) on the online submission form (all documents must be either Microsoft Word or PDF).
1) Curriculum vitae with photograph	Use the official Waseda University form.
2) Education and research achievement list	
3) Research publications	Up to three major research publications.
4) References	Write the name and contact information of two research collaborators or major professor etc. on Microsoft Word that the search committee can ask for the applicant's research achievement etc..
The official forms are available for download from the Waseda University School of Commerce website: <a href="https://www.waseda.jp/fcom/soc/news/6567">https://www.waseda.jp/fcom/soc/news/6567</a>	
* The School reserves the right to ask for additional documentation.	
<b>9. Application deadline</b>	October 22, 2020 (JST) *Applications after the deadline will not be accepted.
<b>10. Selection process</b>	Short-listed candidates will be invited for an interview at Waseda University, and may be asked to conduct a trial lesson or presentation about their research activities. *Only short-listed candidates will be informed of the date of the interview. *Cost of travel to and from the interview, and other expenses will be borne by the applicants. *Questions related to the selection process or results will not be accepted.
<b>11. Notification of results</b>	Late January, 2021 (planned)
<b>12. Inquiries</b>	Personnel Officer, School of Commerce Office, Waseda University Tel: +81-3-3203-0874 Fax: +81-3-3203-7067 E-mail: <a href="mailto:commerce-recruit@list.waseda.jp">commerce-recruit@list.waseda.jp</a> *Please contact via email. *Closed on Saturdays, Sundays, and Japanese national holidays, and during the university's holiday period.

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.