

Waseda University
Faculty of Letters, Arts and Sciences
Tokyo, Japan

1. Specialty: English Linguistics, Applied Linguistics or TESOL/TEFL

2. Number of Positions Available: One

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

4. Chief subjects to be taught and other responsibilities

- Teaching English-language skills courses and some courses on English linguistics, Applied linguistic or TESOL/TEFL in the School of Humanities and Social Sciences and the School of Culture, Media and Society.
- Teaching courses on English linguistics, Applied linguistic or TESOL/TEFL in the Graduate School of Letters, Arts and Sciences
- Supervision of graduation theses
- Participation in English curriculum management
- Other duties of full-time tenured faculty

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

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

- Salary and Allowances: Determined by the university's regulations
- Commutation Allowance: Determined by the university's regulations
- Retirement Payment: Determined by the university's regulations
- Holidays: Saturdays, Sundays, New Year Holidays, National Holidays, Substitute Holidays (instead of the national holidays on which you work in a year) and University Anniversary (excluding days specified by the university on which classes are held)
- Transferring Holidays: Should unavoidable circumstance occur and there is a need to work on holidays, you may transfer the holidays on weekdays.
- Vacations: Vacations determined in acts such as the Labor Standard Acts and vacations determined by the university.
- Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.

6. Starting Date: 1 April 2022

7. Qualifications:

- 1) High proficiency in both English and Japanese (equivalent to C2 or above)
- 2) Doctorate degree in English Linguistics, Applied Linguistics or TESOL/TEFL
- 3) More than 3 years' experience in teaching at a higher education institution
- 4) Expertise or experience in EMI (English Medium Instruction) or language curriculum management is highly desirable.

8. Application Materials:

- 1) An Essay on 'The future of English teaching in higher education'
(Both in English [approximately 800 words] and in Japanese [approximately 1600 letters] in A4 sheets)
- 2) One copy of 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 (either in English or Japanese)
 - Only the official Waseda CV form will be accepted. Please download it and follow the instructions for filling it out:
English: <https://www.waseda.jp/flas/news/2018/04/10/1064/>
Japanese: https://www.waseda.jp/flas/application_form/
- 3) Single copies of three representative publications (either offprints or photocopies)
- 4) Sample proposals for two lectures 「文化構想学部・文学部講義試案（2種類）」: one for an introductory course on your speciality designed for the second-year students of the School of Culture, Media and Society (written in Japanese); and another one for a more specialized EMI course designed for the third-year-or-above students of English Department of the School of Humanities and Social Sciences (written in English)
 - Follow the directions and fill out the form for the two proposed lectures which can be Downloaded from:
https://www.waseda.jp/flas/glas/assets/uploads/2021/04/04-proposal_for_lecture.docx
- 5) The names and contacts information (telephone numbers, mailing addresses, and e-mail addresses) of two referees, written on a separate sheet of paper.

NB)

- The front of the envelope must have "English Linguistics, Applied Linguistics or TESOL/TEFL" written clearly in red ink.
- Application materials will not be returned unless the applicant includes a stamped self-addressed envelope (International reply coupons 「国際返信切手券」 should be available from the applicants' local post office). We will send back the materials by 31 August 2021.

9. Deadline:

Applications must arrive no later than 17:00 (JST), Friday, 21 May 2021.

- Send the required materials by registered mail to the address below (See, 11. Contact Information).

NB) Do NOT submit the required materials to our office directly.

10. Selection Schedule:

- 1) First Stage (screening of application materials): Applicants will be informed of the results by Friday, 18 June 2021.
- 2) Second Stage (interview): Those who pass the first stage will be invited to a Zoom interview, which will take place on Saturday, 3 July 2021. The candidate will also be required to give a sample lesson. Details will be provided to those who pass the first stage.

11. Contact Information:

Personnel Committee

Waseda University Faculty of Letters, Arts and Sciences

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

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

Waseda University is committed to enhancing diversity and inclusion. In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of sex, disability, sexual orientation and gender identity, nationality, ethnicity, creed, and age.

Depending on the infectious situation of COVID-19, there might be alteration to the Applicant Guidelines. In case of that, every applicant will be notified of it immediately.