

Research Institute for Languages and Cultures of Asia and Africa (ILCAA)
Tokyo University of Foreign Studies (TUFS)
Call for Application (Modern History/Area Study of the Middle East/Africa)
2024-03-21

1. Position:

Assistant professor

2. Affiliation:

Research Institute for Languages and Cultures of Asia and Africa (ILCAA)

3. Place of work:

[Immediately upon hiring]

Fuchu Campus, Tokyo University of Foreign Studies (TUFS), 3-11-1 Asahi-cho, Fuchu-shi, Tokyo

[Scope of change]

None

4. Job Descriptions:

[Immediately upon hiring]

(a) Research on Asia (excluding Japan) and/or Africa

(b) Administrative work for ILCAA

[Scope of change]

After getting a tenured position, teaching in the graduate school and administrative work for TUFS will be added.

5. Rank & Title:

Assistant professor with a five-year fixed-term appointment

(Note that this is a tenure-track position. The appointee will be eligible to apply for a tenured associate professor position after three years of service.)

6. Qualifications:

- a) Applicants must have outstanding achievements in the modern history/area study of the Middle East/Africa, make research on primary sources written in local languages. Furthermore, they must be able to contribute to developing both the ILCAA Core Project “Field Archiving of Memory: Dynamics of Cooperation in Muslim Society” and the one of the fourth medium

plans of TUFS, “Development of the international and multidisciplinary cooperative research on Islam.”

- b) Applicants must have a doctorate degree or be expected to obtain one by the date of appointment.
- c) Applicants must be able to demonstrate that their research is closely connected with the Middle East and Africa.
- d) Applicants must have the ability to promote the core research activities of ILCAA.
- e) Applicants must be able to demonstrate the ability to plan and lead creative, cutting-edge joint research projects.
- f) Simultaneous application for “Digital Humanities” of ILCAA is accepted.

7. Scheduled start date:

April 1, 2025

The appointment may, however, be deferred to a later date if there are reasonable grounds for requesting this.

8. Employment Conditions:

a) Salary

Annual salary system is in place: the annual salary amount is based on work experience, performance, and other factors, and the annual salary amount divided by twelve months is paid monthly. Tax and co-payment of social insurance premiums (employment insurance premiums and mutual aid association premiums) shall be deducted.

b) Work style

Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week, 7 hours 45 minutes per day) is adopted.

c) Holidays and leave

These are granted in accordance with the Employee Working Hours and Leave Regulations of Tokyo University of Foreign Studies.

Holidays: Generally, Saturdays, Sundays, national holidays, and the year-end and New Year holidays (from December 29 to January 3). However, you may be required to work on some of the aforementioned holidays designated as working days for work-related reasons.

Leave: Annual paid leave, sick leave, special leave

d) Social insurance

Coverage includes the Ministry of Education, Culture, Sports, Science and Technology Mutual

Aid Association, Employees' Pension Insurance, employment insurance, and workers' compensation insurance.

- e) Trial period
6 months
- f) Retirement allowance
Available
- g) All other work conditions are in accordance with the rules and regulations of TUFSS.

9-1. Documents required for application (A):

* All application documents must be submitted in PDF form (with the applicant's name included in the filenames).

- a) A cover letter specifying “Middle East and Africa”
The applicant's contact information, including postal and email addresses, should also be provided in the cover letter.
- b) The applicant's CV with an ID photograph attached.
Information regarding languages that the applicant can use in conducting research should be included in the CV.
- c) Document(s) verifying the applicant's possession of a doctorate or verifying that the applicant's doctoral thesis has been submitted.
- d) A statement outlining the applicant's research career (A4 paper size, horizontal writing, no more than 4,000 characters in Japanese or 1,600 words in English)
In the statement, applicants should indicate if they have previous affiliations with academic institutions in and outside the Middle East/Africa or have participated in joint research with ILCAA.
- e) A research proposal (A4 paper size, horizontal writing, no more than 4,000 characters in Japanese or 1,600 words in English)

The statement should include two plans:

- 1) A plan of the joint research that the applicant would organize at ILCAA.
- 2) A plan of research activities that the applicant would begin at the ILCAA Core Project “Field Archiving of Memory: Dynamics of Cooperation in Muslim Society”

For further details, refer to the web pages of the [joint research projects](#) and [Field Archiving of Memory: Dynamics of Cooperation in Muslim Society](#) at the ILCAA (since 1st April, 2024, refer to [the new website](#)).

- f) A complete list of publications
- g) The name, affiliation, and contact information of two researchers who can provide references

9-2. Document required for application (B):

Three selected works (including book chapters) that the applicant has already published in PDF form (with the applicant's name included in the filenames)

10. Selection process:

After an initial screening of the application documents, shortlisted candidates will be invited to an in-person interview, at ILCAA. The interview date is scheduled for Saturday, July 13, 2024. Candidates will be notified of the invitation to interview by early July. We regret that travel expenses for the interview cannot be reimbursed.

11. Notification of the result:

Early November 2024

12. Application procedure:

- a) Applicants must complete the following procedures (i) and (ii). The deadline for applications is 23:59 (JST), Friday, May 31, 2024. Documents must be uploaded as a ZIP file which contains all PDF files.
 - (i) to fill out the [Registration Form for the ILCAA Recruitment \(Middle East and Africa\)](#) and upload the documents (A).
 - (ii) to upload the document (B) via the Submission Form. Applicants can find the Submission Form on the Registration Form. Moreover, applicants will receive an email with the URL of the Submission Form after you complete the Registration Form.
- b) After uploading documents (A) and (B), an email confirming receipt of the documents will be sent from ILCAA. If applicants do not receive the confirmation email within a week, they should contact jinji-aa@tufs.ac.jp.

13. Inquiry:

jinji-aa@tufs.ac.jp

- Questions regarding the application procedure will be accepted only by email.
- If an applicant has not received the reply within three days (excluding Saturday, Sunday, and public holidays) after the email had been sent, the applicant should send an email again.

- No inquiry by phone will be accepted.

14. Miscellaneous

- a) ILCAA will observe the regulations of TUFS and will handle the applicants' private information confidentially. The information collected in the process will not be used for other purposes.
- b) The University is promoting gender equality.
- c) Measures to prevent passive smoking: Smoking is prohibited on the premises (outdoor smoking areas available)