Research Institute for Languages and Cultures of Asia and Africa (ILCAA)
Tokyo University of Foreign Studies (TUFS)
Call for Application (Digital Humanities)
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 should be engaged in humanities research, with notable achievements in digital humanities, particularly in digital archives. Additionally, they should be poised to contribute to the mission of the TUFS Field Science Commons (TUFiSCo), a research body managed by the Institute for Languages and Cultures of Asia and Africa (ILCAA) at TUFS. This mission encompasses "advanced application research in field science through interdisciplinary collaboration" and "establishing new field sciences with digital technology." It is preferable for applicants to have achievements in the fields of linguistics, anthropology, history, or area studies, and for their research to be closely connected with Asia and Africa, excluding Japan.

b) Applicants must have a doctorate degree or be expected to obtain one by the date of appointment.

c) Applicants must have the ability to promote the core research activities of ILCAA.

d) Applicants must be able to demonstrate the ability to plan and lead creative, cutting-edge joint

research projects.
e) Simultaneous application for "Modern History/Area Study of the Middle East/ Africa" 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 TUFS.

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 "Digital Humanities"

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 any previous or current affiliations with academic institutions specializing in Asian or African studies or digital humanities and specify any involvement in joint research with ILCAA, if any.

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 joint research plan that the applicant would organize at ILCAA
   2) A plan of research activities that the applicant would begin at the TUFS Field Science Commons

   For further details of the ILCAA joint research projects and TUFS Field Science Commons, refer to the webpages http://www.aa.tufs.ac.jp/en/projects/jrp and https://www.tufs.ac.jp/tufisco/en/index.html.

f) A complete list of the applicant's 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 (Digital Humanities) 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 they 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 has 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).