

Research Institute for Languages and Cultures of Asia and Africa (ILCAA)  
Tokyo University of Foreign Studies (TUFS)  
Call for Applications (area studies of the Middle East and/or Muslim world studies)  
2020-06-02

1. Position: One full-time faculty staff.

2. Rank:

Assistant professor with a five-year limited 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.)

3. Qualifications:

- (a) Applicants must specialize in the area studies of the Middle East and/or Muslim world studies. Applicants are expected to have a sound research track record in investigating primary documents written in local languages and be active in publishing and presenting scholarly research in non-Japanese languages.
- (b) Applicants must have already received a doctorate degree or have done so by the date of appointment.
- (c) Applicants must be able to demonstrate that their research has strong connections with the Middle East and/or the Muslim world.
- (d) Applicants must have the ability to promote the core research activities of ILCAA. For further details regarding the core research activities of ILCAA, refer to <http://www.aa.tufs.ac.jp/en/about/mission>.
- (e) Applicants must be able to demonstrate the ability to plan and lead creative, cutting-edge joint research projects.
- (f) Applicants must have sufficient proficiency in Japanese for administrative duties.

4. Start date: April 1, 2021.

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

5. Salary and conditions:

- (a) Salary is based on TUFS annual salary system.
- (b) Working hours are set at 7 hours and 45 minutes per weekday in accordance with the discretionary work system for professional work.
- (c) All other work conditions are in accordance with TUFS rules and regulations.

6. Documents required for application:

\* All application documents must be submitted in PDF form. Documents (b), (d), and (e) must be submitted **in Japanese**.

- (a) A cover letter specifying “area studies of the Middle East and/or Muslim world studies.” Contact information, including postal and email addresses, should also be provided in the cover letter.
- (b) A 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) showing the successful completion of a doctorate or indicating that a doctoral thesis has been submitted.

- (d) A statement outlining the applicant's research career of no more than 4,000 characters in length on A4-size paper. In the statement, applicants should indicate if they have previous affiliations with academic institutions in and outside the Middle East and/or the Muslim world or have participated in joint research with ILCAA.
- (e) A research proposal of no more than 4,000 characters in length on A4-size paper. The statement should lay out a plan of the joint research that the applicant would organize at ILCAA. For further details regarding research programs at ILCAA, refer to <http://www.aa.tufs.ac.jp/en/projects/jrp>.
- (f) Publications:
  - (i) A complete list of publications.
  - (ii) A PDF copy of three selected works (including book chapters) that applicants have already published.  
The submitted materials will be used for screening in the context of this application only.
- (g) The name, affiliation, and contact information of two researchers who can provide references.

#### 7. Selection process:

After an initial screening of the application documents, shortlisted candidates will be invited for an interview. The interview date is scheduled for Saturday, October 24, 2020. Candidates selected for interview will be contacted by mid-October. We regret that travel expenses for the interview cannot be reimbursed.

If the COVID-19 situation does not allow the applicants to travel to ILCAA, the interview will be conducted online.

#### 8. Notification of the result: In late December 2020.

#### 9. Application procedure:

(a) Applicants must contact [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp) by email initially; the subject line should read "Application (area studies of the Middle East and/or Muslim world studies)." The deadline for applications is Monday, August 17, 2020.

(b) Applicants will receive an email from ILCAA with a link to the website for the submission of the application documents. If applicants do not receive it within a week, they should contact [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp).

(c) Applicants must create PDF files of all application documents, with the applicant's name included in the filenames, and upload them to the specified URL. The deadline for uploading the application documents is Monday, August 31, 2020.

(d) After uploading, applicants will be sent an email confirming the receipt of the documents by ILCAA. If they do not receive the confirmation email within a week, they should contact [jinji-aa@tufs.ac.jp](mailto:jinji-aa@tufs.ac.jp).

#### 10. Questions regarding the application procedure will be accepted only by email.

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, Japan  
Tokyo University of Foreign Studies  
Research Institute for Languages and Cultures of Asia and Africa (ILCAA)  
Personnel Selection Committee

Email: [jinji-aa@tufs.ac.jp](mailto:jnji-aa@tufs.ac.jp)

#### Privacy Policy

The 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.