

## **Faculty Search for Tenure-Track Position (Starting 2017 spring or fall)**

### **Waseda Business School Waseda University, Tokyo, Japan**

Waseda Business School (WBS) at WASEDA University in Tokyo, Japan is recruiting a faculty member (**tenure-track or fixed-term**) as described below.

1. Field of Specialty and Subfields to be Taught:

**Risk Management, Finance**

2. Scheduled Start of Employment:

**April 1, 2017 or September 1, 2017**

\*Should the selected finalist not possess a Status of Residence (commonly referred to as a “visa”) which is needed to reside in Japan and currently lives abroad, the employment period may commence on **September 1, 2017**.

3. Position Rank and Title:

Associate Professor (tenure-track or fixed-term)or

Assistant Professor (tenure-track or fixed-term)

4. Contract period:

3 years Contract: April 1, 2017 to March 31, 2020 or September 1, 2017 to August 31, 2020  
(with a possible two-year extension added).

\*Although his or her term of service shall be until Date (month, day, year), Waseda University may continue to re-employ (update the contract with) him or her for 2 years subsequent to the end of the current contract. However, such reemployment shall not be repeated for a contract period exceeding 5 years as faculty without tenure, and the contract shall not be renewed if the contract period includes the academic year in which the faculty reaches 70 years of age.

The positions (fixed-term or tenure-track) will be determined based on the successful candidate’s qualifications and experience soon after an interview at Waseda University.

In a case of tenure-track, a tenure-track faculty member’s research and teaching performance is subject to interim appraisal before the end of a fixed term. If the tenure-track faculty member is judged to be eligible, he or she will be employed as tenured (full-time) at WBS.

More details concerning the procedure for extensions and tenured employment will be given at the first interview with the selection committee.

Successful candidates can apply other WBS’s faculty recruitments during his or her job tenure.

5. Salary and Benefits:

The employee shall, in principle, appear for work 8 hours or less a day.

- Associate Professor (fixed-term)or Assistant Professor (fixed-term)

Annual salary and monthly payment (model wage):

(Age:40, Associate Professor )

Annual salary (before taxes) 7,633,920 yen(for AY 2016)

Monthly payment (before taxes) 636,160 yen(for AY 2016)

(Age:35, Assistant Professor )

Annual salary (before taxes) 6,252,120 yen(for AY 2016)

Monthly payment (before taxes) 521,010 yen (for AY 2016)

- Associate Professor (tenure-track) or Assistant Professor (tenure-track)  
Annual salary and monthly payment (model wage):  
(Age:40, Associate Professor )  
Annual salary (before taxes) 10,179,240 yen (for AY 2016)  
Monthly payment (before taxes) 848,270 yen (for AY 2016)  
(Age:35, Assistant Professor )  
Annual salary (before taxes) 8,475,120 yen (for AY 2016)  
Monthly payment (before taxes) 706,260 yen (for AY 2016)
- A commutation allowance shall be provided in accordance with *Regulations on Grant for Commutation Expenses*.
- The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.

#### 6. Faculty Responsibilities:

Faculty responsibilities include teaching courses and seminars as described below which are equivalent to a standard teaching load of 4 courses per semester, in principle. (A course meets once per week for 90 minutes. There are 15 weeks in a semester.)

- a) Courses offered in English at Waseda Business School. These courses are primarily offered under the International Program track.
- b) Courses offered in Japanese (if the applicant is fluent in Japanese).
- c) Evening and Saturday courses.

Furthermore, the faculty member will be responsible for:

- d) In addition to degree program courses, faculty may be required to teach and participate in executive education and research activities at WBS Research Center.
- e) Tasks related to entrance exams and other activities as assigned by the Dean of WBS.
- f) Any duties not listed above, including participation in the meeting related to the operation of the employee's affiliation, shall be decided through discussion with the Dean of the affiliation.

#### 7. Qualifications:

- a) Required Academic Background:  
The prospective applicant is required to meet either of the two qualifications indicated below:
  1. Has obtained a doctoral degree in related field at the time of application.
  2. Will obtain a doctoral degree in related field before the appointed date.
- b) Advanced English proficiency to be able to deliver courses in English.
- c) The applicant must have written at 2 or more peer-reviewed journal articles in English or equivalent or similar research achievements (including Ph.D. thesis) in the most recent 5-year period.

#### 8. Documents to be Submitted: (All required forms can be obtained here

<http://www.waseda.jp/fcom/wbs/news/4110>)

- a) Application form (Use the official form provided by WASEDA University.)
- b) Curriculum vitae with photograph (Use the official form provided by WASEDA University and Research Achievement List.)
- c) A list of major publications (maximum 20) in academic journals and academic conference presentations. (Note: The doctoral dissertation may be included in the list of major publications.)
- d) Copies of publications, including journal articles, books, etc. (maximum 5)
- e) Undergraduate diploma and graduate school certificate of completion

- f) Undergraduate and graduate school transcripts
- g) 1. Doctoral degree holder: Doctoral degree certificate or diploma (photocopy)  
2. Doctoral candidate: Certificate of expected doctoral degree
- h) Self-evaluation of Japanese language proficiency and Japanese cultural understanding.
- i) Research Plan
- j) One professional reference (full name, email, phone, employer)

Note:

- a) The applicant may be requested to submit documents other than those listed above as deemed necessary.

9. Please submit application package by post or courier service to the address below:

Faculty Recruiting Office, Waseda Business School  
WASEDA University  
Bldg. 11, 3F, 1-6-1 Nishi-Waseda,  
Shinjuku-ku, Tokyo, Japan, 169-8050

Note:

- a) Please write clearly “Waseda Business School Risk Management Faculty Application Documents Enc.’ on the envelope in red ink.
- b) Application documents will not be returned.

10. Application Deadline:

The completed application, including all required documents listed above must be submitted to WBS by 5:00 p.m., Oct. 10, **2016**. All applications will be acknowledged by email within 10 days after the deadline.

11. Selection Process:

Short-listed candidates will be invited for an interview, and to conduct a mock class session (or a research presentation) at Waseda University. Relevant dates will be announced in due course. Cost of travel to and from the interview, and other expenses will be borne by applicants. There will be a partial subsidy for travel expenses if the applicants reside overseas at the time of application. The amount of subsidy depends on where they live.

12. Notification of Results:

**End of Jan. 2017(planned)**

13. If you have any inquiries, please send an email to:

E-mail: [wbs-recruit@list.waseda.jp](mailto:wbs-recruit@list.waseda.jp)

Business hours: 9:00 – 17:00 (JST), Monday to Saturday, closed on Sundays and Japanese national holidays.

14. More information about Waseda Business School can be found at the following link:

<http://www.waseda.jp/fcom/wbs/>

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.