Faculty Search
Waseda University, Faculty of Commerce (primary responsibilities in the School of Commerce)

1.	**Status**	Tenured or tenure-track faculty
2.	**Field**	Finance
3.	**Recruitment method**	Open recruitment
4.	**Type of employment**	Full-time * Specific term of employment will depend on the employment status (see 7. below)
5.	**Date of Employment**	April 1, 2022, September 1, 2022, April 1, 2023, or September 1, 2023
6.	**Qualifications**	Applicants must meet all of the criteria specified in (1) - (4). In addition, applicants for the tenured faculty position whose native language is not Japanese should have a sufficient command of Japanese language to execute their administrative duties. （1） Academic qualifications PhD in related field (In the case of PhD candidates, PhD must be awarded by the date of employment) （2） Teaching experience Preferably have a record of teaching experiences (including TA) at the tertiary level. （3） Research achievements Research should include publications in academic journals in English and/or in equivalent publications. Regarding applicants for the tenure track position, unpublished working papers and/or job market papers in English can be considered as research achievements. （4） Additional requirements Ability to conduct courses in English.
7.	**Employment status**	The University will decide (1) or (2) below by taking into account the applicant's qualifications. The employment status will be announced at the notification of the result. （1） Tenured faculty: professor, associate professor or assistant professor （2） Tenure-track faculty: professor (tenure-track), associate professor (tenure-track), or assistant professor (tenure-track) * If the employment status is (2), change of status to tenured faculty will be determined through a performance review. The details of the performance review will be explained after the notification of the result. The performance review will be conducted based on the following criteria: 1) Research Achievements -Research publications in journals and books -Research presentations at conferences -Acquisition of research funds -Awards received for research activities 2) Educational Achievements -State of class management -Textbooks, educational materials, reference books created -Awards received for educational activities 3) Other -Contribution to administrative duties of the School of Commerce -Sufficient command of Japanese language to execute administrative duties (if the native language of the tenure-track faculty is not Japanese) -Social activities related to the field of expertise

8. Contract terms	（1） Tenured faculty: (professor, associate professor or assistant professor) *Until the end of March after reaching 70 years old. （2） Tenure-track faculty: An initial three-year appointment *Contracts may be renewed, contingent on a satisfactory performance review as follows: (i) Professor (tenure-track): A two-year contract extension only The total continuous contract period cannot exceed five years. (ii) Associate professor (tenure-track), or assistant professor (tenure-track): A two-year contract extension (maximum number of contract extensions: two) The total continuous contract period cannot exceed seven years. Employment of all faculty ends in the academic year when the person turns 70 years of age. If an applicant was employed by the University on or after April 1, 2013 without an interruption of at least six months prior to the current offer, this may impact the terms of employment stated above.	
9. **Place of employment**	The campuses of Waseda University	
10. Working conditions	- Working hours, etc.	Scheduled working days and working hours (times at which work begins/ends and rest periods) shall be subject to the rules of the University. The national discretionary time management system for professional work shall be applied, and decisions on the means of execution of work and the allocation of time shall be at the employee's discretion.
	- Salary	In accordance with Waseda University rules.
	- Allowances and travel expenses	In accordance with Waseda University rules. Note that bonuses will not be paid to tenure-track faculty.
	- Retirement benefits	Paid only to tenured faculty according to Waseda University rules. For tenure-track faculty, retirement benefits will not be paid. However, if they continue to serve as a tenured faculty member after the term as a tenure-track faculty member, they will be paid in accordance with the regulations of the University. The period of service for calculating the retirement benefits as a tenured faculty member is counted from the date of appointment as tenure-track faculty.
	- Holidays and leave	・Holidays Saturdays, Sundays, New Year's holidays, national holidays, compensatory holidays decided by the University for classes on public holidays, and the anniversary of the university founding, excluding holidays specified as instructional days that are determined in advance by the University. ・Leave Leave is determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays.
	- Social insurance	Employees' pension insurance, health insurance, workers' compensation insurance, and employment insurance.
11. Work responsibilities	(1) Teaching courses and seminars related to the field of this faculty search. (2) Engagement in scholarly research and publications. (3) Participation in faculty meetings and committees of the University, tasks related to the entrance examination, and other duties. (4) Contribution to social activities. (5) Duties stipulated in the regulations of the University. The University may ask for participation in FD programs.	
12. Application process	To apply, complete the online submissions (A) and the hard copy documents (B) by the specified deadline.	

(A) Online submission: Make an online submission via the following link:
https://my.waseda.jp/application/noauth/application-detail-noauth?param=xbMOGdiNaRyoHKDArQ7mFQ

(B) Documents required: Applicants must submit the following documents specified in 1) -7).	
1) List of documents for submission 2) Application form 3) Curriculum vitae with photograph 4) Education and research achievement list	Use the official Waseda University form.
5) Graduation certificates	Certificates of completion of Bachelor's, Master's, and Doctoral degrees.
6) Letter of recommendation	A letter of recommendation from a former research advisor, colleague, project collaborator, etc.
7) Research publications	Originals or photocopies of up to five major research publications. *One copy each. *Do not submit more than five publications.
The official forms are available for download from the Waseda University School of Commerce website: https://www.waseda.jp/fcom/soc/news-en/7634 * The School reserves the right to ask for additional documentation. * Application documents will not be returned except 7) Research publications, which will be returned if applicants make a request for return on 1) List of documents for submission. These publications will be returned following the selection process.	
13. Address for hard copy submission	Personnel Officer, School of Commerce Office Waseda University, 1-6-1 Nishi-Waseda Shinjuku-ku, Tokyo, 169-8050 JAPAN *Write clearly "School of Commerce Faculty Application Documents [Field: XXX] Enc." on the envelope in red ink. *Submit the application package by a trackable courier service. *Applicants may not bring their application forms to the School of Commerce.
14. Application deadline	September 16, 2021 (JST) *All required documents listed above must be delivered to the School of Commerce by 5:00 p.m. September 16, 2021 (JST). *Applications after the deadline will not be accepted.
15. Selection process	Short-listed candidates will be invited for an interview at Waseda University and may be asked to conduct a mock lesson or make a presentation about their research activities. *Only short-listed candidates will be informed of the date of the interview. *Cost of travel to and from the interview, and other expenses will be borne by the applicant. *Questions related to the selection process or results will not be accepted.
16. Notification of results	November, 2021 (planned)
17. Inquiries	Personnel Officer, School of Commerce Office, Waseda University Tel: +81-3-3203-0874 E-mail: commerce-recruit@list.waseda.jp *Please contact via email. *Office hours: Monday-Friday (9:00 a.m. – 5:00 p.m.) *Office hours may change due to the spread of COVID-19. *Closed on Saturdays, Sundays, and Japanese national holidays, and during the university's holida period.

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.