

**Faculty Search**  
**Waseda University, Faculty of Commerce (primarily responsible for the**  
**School of Commerce)**

<b>1. Appointment</b>	Tenured and full-time
<b>2. Field</b>	English Linguistics, Linguistics, Applied Linguistics, TEFL/TESOL
<b>3. Recruitment method</b>	Open recruitment
<b>4. Date of employment</b>	April 1, 2026 or September 1, 2026
<b>5. Work responsibilities</b>	<p>(1) Teaching courses and seminars related to the field of this faculty search.</p> <p>(2) Engagement in scholarly research and publications.</p> <p>(3) Participation in faculty meetings and committees of the University, tasks related to entrance examination, and other duties.</p> <p>(4) Contribution to social activities.</p> <p>(5) Duties stipulated in the regulations of the University.</p> <p>The University may ask for participation in FD programs.</p>
<b>6. Position &amp; working conditions</b>	<p>(1) professor, associate professor, or assistant professor</p> <p>* Contract terms: Until the end of March after reaching 70 years old.</p> <p>* The University will decide the position of professor, associate professor, or assistant professor by taking into account the applicant's qualifications. The position will be announced at the notification of a successful result.</p> <p>(2) Working hours, holidays, leave, place of work, etc.</p> <p>① <b>Working hours:</b> 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.</p> <p>② <b>Holidays:</b> 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.</p> <p>③ <b>Leave:</b> Leave is determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays.</p> <p>④ <b>Place of work:</b> The campuses of Waseda University</p> <p>(3) Remuneration</p> <p><b>Salary, Allowances, and commuting expenses:</b> In accordance with Waseda University rules.</p> <p><b>Retirement benefits:</b> In accordance with Waseda University rules.</p> <p><b>Social insurance:</b> Employees' pension insurance, health insurance, workers' compensation insurance, and employment insurance.</p>
<b>7. Qualifications</b>	<p>Applicants must meet all of the criteria specified in (1) - (4). In addition, applicants whose native language is not Japanese should have a sufficient command of Japanese language to execute their administrative duties.</p> <p>( 1 ) Academic qualifications PhD in related fields</p> <p>( 2 ) Teaching experience More than 3 years of teaching experience as a full-time faculty member at the tertiary level</p> <p>( 3 ) Research achievements At least 3 refereed publications in academic journals in English</p> <p>( 4 ) Additional requirements Native speaker of English or equivalent proficiency Ability to conduct courses and seminars in English</p>

<b>8. Application process</b>	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: <a href="https://my.waseda.jp/application/noauth/application-detail-noauth?param=RmSKmQY9tKepv_R_gWVpRw">https://my.waseda.jp/application/noauth/application-detail-noauth?param=RmSKmQY9tKepv_R_gWVpRw</a>
(B) Documents required	Applicants must submit the following documents specified in 1)-7).
1) List of documents for submission	Use the official Waseda University form.
2) Application form	
3) Curriculum vitae with photograph	
4) Education and research achievement list	
5) Graduation certificate	Certificates of completion of Bachelor's, Master's, and Doctoral degree.
6) Letter of recommendation	A letter of recommendation from a former research advisor, 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: <a href="https://www.waseda.jp/fcom/soc/news-en/14247">https://www.waseda.jp/fcom/soc/news-en/14247</a> * 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.	
<b>9. Address for hard copy submission</b>	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: English] Enc." on the envelope in red ink. *Submit the application package by a trackable courier service. *Applicants are not allowed to bring their application forms to the School of Commerce.
<b>10. Application deadline</b>	August 20, 2025(JST) *All required documents listed above must be delivered to the School of Commerce by 5:00 p.m. August 20, 2025 (JST). *Applications after the deadline will not be accepted.
<b>11. Selection process</b>	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. The interview, mock lesson, and research presentation may be conducted online using Zoom, etc. *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. The equipment and environment necessary for online interviews, etc. will be provided by the applicant. *Questions related to the selection process or results will not be accepted.

<b>12. Notification of results</b>	November, 2025 (planned)
<b>13. Inquiries</b>	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.) *Closed on Saturdays, Sundays, and Japanese national holidays, and during the university's holiday 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.