

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

1. Status	Tenured or tenure-track faculty
2. Field	Management
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, 2026, September 1, 2026, April 1, 2027, or September 1, 2027
6. Qualifications	<p>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.</p> <p>(1) Academic qualifications PhD in related field.</p> <p>(2) Teaching experience Teaching experience at the tertiary level is preferred.</p> <p>(3) Research achievements Research should include publications in academic journals in English and/or in equivalent publications. Especially desirable are publications in academic journals in English in one or more of the following fields: strategic management, organizational behavior, corporate ethics, or entrepreneurship.</p> <p>(4) Additional requirements The ability to teach courses in English.</p>
7. Employment status	<p>(1) Tenured faculty: associate professor, or assistant professor</p> <p>(2) Tenure-track faculty: associate professor (tenure-track), or assistant professor (tenure-track)</p> <p>* Applicants should specify in their application whether they are applying for “(1) Tenured faculty”, or “either (1) Tenured faculty or (2) Tenure-track faculty”.</p> <p>* The University will decide the position of 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>* 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:</p> <p>1) Research Achievements</p> <ul style="list-style-type: none"> -Research publications in journals and books -Research presentations at conferences -Acquisition of research funds -Awards received for research activities <p>2) Educational Achievements</p> <ul style="list-style-type: none"> -State of class management -Textbooks, educational materials, reference books created -Awards received for educational activities <p>3) Others</p> <ul style="list-style-type: none"> -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	<p>(1) Tenured faculty: (associate professor or assistant professor) *Until the end of March after reaching 70 years old.</p> <p>(2) Tenure-track faculty: An initial three-year appointment *Contracts may be renewed, contingent on a satisfactory performance review as follows: Associate professor (tenure-track), or assistant professor (tenure-track): A two-year contract extension (maximum of number contract extensions: two) The total continuous contracts period cannot exceed seven years</p> <p>Employment of all faculty will end 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.</p>												
9. Place of employment	The campuses of Waseda University												
10. Working conditions	<table border="0"> <tr> <td data-bbox="405 591 596 658">- Working hours, etc.</td><td data-bbox="671 591 1445 819"> <p>Scheduled working days and working hours (times at which work begins/ends and rest periods) shall be subject to the rules of the University.</p> <p>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> </td></tr> <tr> <td data-bbox="405 831 496 864">- Salary</td><td data-bbox="671 831 1174 864">In accordance with Waseda University rules.</td></tr> <tr> <td data-bbox="405 875 596 943">- Allowances and travel expenses</td><td data-bbox="671 875 1318 943"> <p>In accordance with Waseda University rules.</p> <p>Note that bonuses will not be paid to tenure-track faculty.</p> </td></tr> <tr> <td data-bbox="405 954 549 1021">- Retirement benefits</td><td data-bbox="671 954 1445 1245"> <p>Paid only to tenured faculty according to Waseda University rules.</p> <p>For tenure-track faculty, retirement benefits will not be paid.</p> <p>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.</p> </td></tr> <tr> <td data-bbox="405 1256 639 1290">- Holidays and leave</td><td data-bbox="671 1256 1445 1581"> <p>• Holidays</p> <p>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>• Leave</p> <p>Leave is determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays.</p> </td></tr> <tr> <td data-bbox="405 1592 608 1626">- Social insurance</td><td data-bbox="671 1592 1318 1648">Employees' pension insurance, health insurance, workers' compensation insurance, and employment insurance.</td></tr> </table>	- Working hours, etc.	<p>Scheduled working days and working hours (times at which work begins/ends and rest periods) shall be subject to the rules of the University.</p> <p>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>	- Salary	In accordance with Waseda University rules.	- Allowances and travel expenses	<p>In accordance with Waseda University rules.</p> <p>Note that bonuses will not be paid to tenure-track faculty.</p>	- Retirement benefits	<p>Paid only to tenured faculty according to Waseda University rules.</p> <p>For tenure-track faculty, retirement benefits will not be paid.</p> <p>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.</p>	- Holidays and leave	<p>• Holidays</p> <p>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>• Leave</p> <p>Leave is determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays.</p>	- Social insurance	Employees' pension insurance, health insurance, workers' compensation insurance, and employment insurance.
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11. Work responsibilities	<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>												
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=odSYh9I8S-wiCe_EtZXmmg

(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.

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| 5) Graduation certificate | Certificates of completion of Bachelor's, Master's, and Doctoral degrees. |
| 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:

<https://www.waseda.jp/fcom/soc/news-en/14241>

* 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.

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| 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: Management] 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. |
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| 14. Application deadline | 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. |
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| 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. 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. |
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| 16. Notification of results | November, 2025 (planned) |
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| 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.)
*Closed on Saturdays, Sundays, and Japanese national holidays, and during the university's holiday period |
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