

**Faculty Search for Fixed-Term Position (Starting 2019 Spring or Fall)**  
**Waseda Business School**  
**Waseda University, Tokyo, Japan**

<b>1. Details</b>	Faculty of Commerce, Waseda University (mainly in charge of courses in Waseda Business School): Professor (without tenure) or Associate Professor (without tenure)
<b>2. Number of Positions</b>	1 (Field of Strategic Management or Field of Organization Theory)
<b>3. Recruitment method</b>	Open application
<b>4. Employment Type</b>	Full-time (fixed term)
<b>5. Start of Employment</b>	Either April 1, 2019 or September 1, 2019
<b>6. Qualifications</b>	<p>A. Educational background: applicants must meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Individuals who, at the time of application, have received a doctoral degree in a related field.</li> <li>• Individuals who, at the time of employment, are expected to receive a doctoral degree in a related field.*</li> </ul> <p><u>* If a successful applicant cannot obtain a doctoral degree in a related field at the time of application, the offer may be canceled.</u></p> <p>B. Other qualifications:</p> <ul style="list-style-type: none"> <li>• Must have a record of successful teaching experiences in both Japanese and English for undergraduate or postgraduate courses at the tertiary level.</li> <li>• Must have written two or more peer-reviewed journal articles or the equivalent, or similar research achievements (including PhD thesis) in the most recent five-year period.</li> </ul>
<b>7. Position</b>	<p>Professor (without tenure) or Associate Professor (without tenure)</p> <p>Depending on the applicant's education and research achievements, the expected position will be announced before or during the final screening.</p>
<b>8. Contract Period</b>	<p><b>Three years (April 1, 2019–March 31, 2022, or September 1, 2019–August 31, 2022)</b></p> <ul style="list-style-type: none"> <li>• <u>*If a successful applicant reaches age 70 during above mentioned contract period, the contract will terminate at the end of the academic year in which the applicant reaches 70.</u></li> <li>• At the end of the relevant period, after the individual's teaching and research performance as well as other work-related aspects are considered, he/she may be reappointed, but only once, and for a period not exceeding two years.</li> <li>• There is an upper limit on the total length of continuous (that is, without a gap in employment of six months or more) fixed-term employment at Waseda University after April 1, 2013 (regardless of title/position). Therefore, in cases in which the individual has previously been employed by Waseda University, the actual contract period may differ from the period of employment indicated above.</li> </ul>
<b>9. Place of Work</b>	Primarily the campuses of Waseda University

<b>10. Benefits</b>	• Working Hours	Scheduled working days and working hours (times at which work begins/ends, as well as rest periods) shall be subject to the regulations of the university. A discretionary labor system for professional work shall be applied, and decisions on the means by which the work is carried out and time is allocated shall be entrusted to the employee's discretion owing to the nature of research work.
	• Salary	5,000,000 Yen (annually) before tax
	• Allowance	Allowances and commuting expenses will be paid in accordance with the regulations of the university.
	• Severance/Retirement Benefits	Severance/retirement benefits will not be paid.
	• Holidays, Leave	Saturdays, Sundays, New Year's holidays, legally recognized public holidays, compensatory holidays appointed by the university for holding class on public holidays, and the anniversary of the university founding, excluding holidays prescribed as instructional days that are determined in advance by the university. Leave that is determined by the Labor Standards Act and other related laws, and days that are designated by the university as leave days.
	• Social Insurance	The employee shall be enrolled in employees' pension insurance, health insurance, worker's compensation insurance, and employment insurance.
<b>11. Responsibilities (Provisional)</b>	(1) Teaching university courses; executive education in the field of this faculty search; and other educational activities. (2) Participation in personal research activities, research activities of WBS, and other research activities. (3) Participation in faculty meetings and committees of the university, performing tasks related to entrance exams, and other duties of the university. (4) Participation in social activities that contribute to society. (5) Duties mentioned in the regulations of the university.	
<b>12. Documents to Be Submitted</b>	To complete the application, the following documents must be submitted:	
1) Submission documents list	Use the official form provided by Waseda University. *	
2) Application form	Use the official form provided by Waseda University.	
3) Curriculum vitae with photograph	Use the official form provided by Waseda University.	
4) Education and Research Achievements	Use the official form provided by Waseda University.	
5) Official documents regarding doctoral degree	Doctoral degree certificate or diploma (photocopy)	

6) List of major publications	Maximum of five, with an overview of each work (approx. 1,000 Japanese characters or 200-400 words in English). Master's thesis can be included.
7) Research plan	Use the official form provided by Waseda University.
* The necessary forms mentioned above can be obtained from the following page on the Waseda University website: <a href="https://www.waseda.jp/fcom/wbs/news-en/5811">https://www.waseda.jp/fcom/wbs/news-en/5811</a>	
<ul style="list-style-type: none"> <li>• The school reserves the right to ask for additional documentation.</li> <li>• The successful applicant will be asked to submit an undergraduate diploma and a graduate school certificate of completion.</li> <li>• All submitted documents will be discarded after the screening process. Application documents will not be returned.</li> </ul>	
<b>13. Address for Hard Copy Submission</b>	Personnel Officer, WBS Office Waseda University, Nishi-Waseda 1-6-1 Shinjuku-ku, Tokyo, 169-8050 JAPAN <ul style="list-style-type: none"> <li>• Write “WBS Faculty Application Documents Enc.” on the envelope clearly in red ink.</li> <li>• Application forms must be sent with a trackable courier service.</li> <li>• Applicants are not allowed to bring their application forms to the WBS office.</li> </ul>
<b>14. Application Deadline</b>	November 28, 2018 <ul style="list-style-type: none"> <li>• Applications from within Japan must have a postmark of November 28, 2018.</li> <li>• Applications from outside Japan must be delivered to the School of Commerce Office by 5:00 p.m. on November 28, 2018.</li> <li>• After the application deadline, applications will not be accepted for any reason.</li> </ul>
<b>15. Selection Process</b>	Short-listed candidates will be invited for an interview at Waseda University, and then invited to conduct a trial lecture or presentation about their research. The cost of travel to and from the interview and other expenses will be borne by the applicant. There will be a partial subsidy for travel expenses for applicants who reside overseas at the time of application. The amount of subsidy depends on where they live.
<b>16. Notification of Results</b>	End of January 2019 (planned)
<b>17. Inquiries</b>	Tel: +81-3-3203-0874      Fax: +81-3-3203-7067 E-mail: <a href="mailto:commerce-recruit@list.waseda.jp">commerce-recruit@list.waseda.jp</a> Office Hours: Monday-Friday (9:00 am–5:00 pm) Closed on Saturdays, Sundays, and Japanese national holidays

*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.*