

**Application Guidelines for the Assistant Professor (without tenure)/Jokyo Post  
(April 2021)**

**Waseda University Institute of Asia-Pacific Studies (WIAPS)**

**1. Fields & Number of Positions**

Fields of Specialization: The Waseda University Institute of Asia-Pacific Studies (WIAPS) seeks Assistant Professors (without tenure)/Jokyo specializing in one of the fields below with the Asia-Pacific region as their main geographical focus.

I: Area Studies

II: International Relations

III: International Development/Policy Studies

Number of Positions: Two (Tentative)

**2. Responsibilities**

I. Research

- 1) Submitting a research plan and research and WIAPS activities reports respectively at the beginning and end of each academic year
- 2) Giving an academic talk on the current research project and submit a paper each year
- 3) Applying for Grants-in-Aid for Scientific Research (KAKEN) each fall (if never received the Grant)

II. Responsibilities related to the Graduate School of Asia-Pacific Studies (GSAPS)

- 1) Partial teaching of courses as needed: Assistant Professor/Jokyo may be asked to teach parts of a semester course (two courses per year at maximum) to the extent that this does not result in an increase in the total number of courses offered at GSAPS.
- 2) Those related to subsidized projects including preparation of applications and implementation of projects
- 3) Those related to the management of *The GSAPS Journal*
- 4) Serving as MA thesis examiner

III. Responsibilities related to the Waseda Institute of Asia-Pacific Studies (WIAPS)

- 1) Attending the WIAPS faculty meetings
- 2) Planning and organizing GSAPS/WIAPS events

IV. Other duties

Other additional duties, if any, will be specified in the *Koyojoken Kakuninsho*.

**3. Workplace**

Institute of Asia-Pacific Studies  
Graduate School of Asia-Pacific Studies  
Waseda University  
1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo

#### **4. Form of Employment**

Fulltime position (adjunct, fixed-term contract)

#### **5. Rank**

Assistant Professor (without tenure)/Jokyo

#### **6. Expected Date to Assume Duty**

April 1, 2021

#### **7. Period of Appointment**

Two Years (fixed-term appointment with no possibility for renewal)

From April 1, 2021 – March 31, 2023\*

\*For those with a fixed-term employment contract with Waseda University after April 1, 2013 (regardless of their title/position) and without any lapse of employment at Waseda University of six months or more before the expected date to assume duty of this position, an upper limit on the total length of fixed-term employment at Waseda University is placed. Therefore your actual contract period may not be identical to the period of duty indicated above.

#### **8. Salary and benefits**

In accordance with the regulations stipulated by Waseda University

- Work hours: 4 days or more per week, up to 8 hours per day (up to 40 hours per week in total)
- Salary: In accordance with the Waseda University regulations.  
[Example based on the 2019 regulations]  
Annual salary for a 27-29-year-old jokyo (pay grade 27-29): JPY 3,585,720 (before tax)  
(The salary will be paid in 12 monthly installments.)
- Benefits: Transit subsidy in accordance with the Waseda University regulations. No other forms of benefit such as bonuses or severance pay available
- Non-working days and holidays: Sunday; New Year holidays, national holidays and university holiday (except those on which Waseda University has scheduled to hold classes)
- Vacations: Those mandated by the labor standards act and set by Waseda University

(New Year holidays, summer recess etc.)

- Social security: Employee's pension insurance, health insurance, nursing-care insurance, employment insurance, workers' accident compensation insurance

## **9. Qualifications**

The Assistant Professors/Jokyo is expected to actively participate in research and education activities of WIAPS and GSAPS and meet the following qualifications:

1. Holding a Ph.D. degree at the time of the application deadline.
2. Preferably fluent in both Japanese and English

Note: Those with prior experience as 1) Assistant Professor/Jokyo under the new system introduced in 2018 or 2) Research Associate/Joshu at Waseda University are not eligible to apply.\*

\*This does not apply to those with an experience as a "Research Associate/Kenkyu joshu".

## **10. Selection Process**

First Screening: Evaluation of application materials

Second Screening: Interview

## **11. Application Documents**

### **1. CV (Resume)**

Please prepare your CV using the official Waseda University CV format and attach a recent photograph. Please include an e-mail address in the column provided. It will be used for all administrative correspondences concerning your application.

### **2. List of Education and Research Achievements**

Submit a list of education and research achievements using the official Waseda University format ("Education and Research Achievements"). Refer to the "Guideline" in preparing the list.

<Application Documents can be downloaded from the URL below>

[CV \(Resume\)](#)

[Guideline for CV \(Resume\)](#)

[List of Fields of Specializations](#)

[List of Education and Research Achievements](#)

[Guideline for List of Education and Research Achievements](#)

### **3. Major Academic Publications**

Submit up to three samples of major academic publications.

### **4. Official Doctoral Degree Certificate or Copy of the Doctoral Degree**

## **5. Self-recommendation Letter**

Make sure to discuss your skills (including language skills) and experience relevant for performing the duties of Assistant Professor/Jokyo. (Free Format; 2000 characters in Japanese or 800 words in English).

## **6. Proof of English/Japanese Proficiency**

A non-native speaker of English should, if possible, submit a proof of English language proficiency (a certificate or scorecard of TOEFL, TOEIC, IELTS, Eiken etc). A non-native speaker of Japanese should, if possible, submit Japanese Language Proficiency Test (JLPT) results.

## **12. How to Apply**

Submit your application documents (PDF format) via the online application form below:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=GEO4HcFqcCX8EtUcqns4SA>

For “3. Major Academic Publications”, if you have any item (such as a monograph) that cannot be submitted digitally, you may allow to submit such item separately by mail. In such case, submit the item to the following address by registered mail (must reach by the application deadline).

Attn.: WIAPS Office (Application for the Post of Assistant Professor/Jokyo)  
Institute of Asia-Pacific Studies (WIAPS)  
Waseda University  
Nishi-Waseda Building 7F,  
1-21-1 Nishi-Waseda, Shinjuku-ku  
Tokyo 169-0051, JAPAN

## **13. Application Deadline**

**October 6, 2020 (Tuesday), 17:00**

## **14. Tentative Interview Date**

**December 5, 2020 (Saturday)**

- All costs, including transportation and accommodation expenses, must be borne by the applicant.
- The interview may be held online depending on the COVID-19 situation.
- The WIAPS Office will notify successful applicants (after the first screening) of the

interview date and time via email around October 26, 2020(Monday) by e-mail. Please note that we will not accommodate any request for changing the interview date or time.

#### **15. Important Notes**

1. All personal information will be kept strictly confidential. The application information will be used only for the purpose of evaluating candidates for the post. Please note that all submitted documents will not be returned to the applicant under any circumstances.
2. The WIAPS Office will not respond to any enquiries regarding the results of screening or interview.

#### **16. Enquiries**

For enquiries, please contact the Faculty Recruitment Section of the WIAPS Office.

Tel: 03-5286-3877

Fax: 03-5272-4533

Email: gsaps-recruit☆list.waseda.jp

(Please replace ☆ with @)

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.