

**Academic Recruitment April 2023
for the Post of Full-Time Academic Faculty**

The Graduate School of Asia-Pacific Studies (GSAPS) at WASEDA University is conducting a search for the following full-time academic faculty position:

1. Fields of Expertise

Southeast Asian Studies (Social sciences), with a focus on mainland Southeast Asia

2. Application Method

Open search

3. Number of Positions

One

4. Expected Date to Assume Duties

April 1, 2023

5. Status Upon Employment

Professor or Associate Professor

This is a tenured position.

Benefits will be determined in accordance with Waseda University regulations.

6. Benefits

- **Duty hours** : Scheduled working days and working hours (when you start/finish, rest periods) are based on the university regulations. The discretionary labor system for professional work will be applied to research work. Working hours and the way to proceed with work are at the discretion of faculty.
- **Salary, Benefits and Commutation Expenses** : provided in accordance with university Regulations
- **Retirement Pay** : to be paid
- **Social Insurance** : the employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
- **Holidays and Vacations**: New Year Holidays, National Holidays, and University Anniversary (Excluding days by the university on which classes are held)
Vacations determined in acts such as Labor Standard Acts and Vacations determined by the university.

7. Qualifications

1. The candidate should hold a doctoral degree (PhD) in principle.
2. The candidate must have sufficient post-doctoral research and educational experiences and achievements to provide project research seminar/guidance and lectures in both Master (MA) and PhD Programs of the Graduate School of Asia-Pacific Studies, Waseda University.

3. (Associate Professor)

The candidate must have sufficient quality and quantity of academic achievements to provide project research seminar/guidance in the PhD Program. Specifically, applicants are requested to possess seven or more published research papers/articles in either English or Japanese in addition to the doctoral dissertation. Of these published research papers/articles, three or more must be published in highly reputed, peer-reviewed academic journals. A single-authored book based on one's original research will be considered as four research papers/articles. Please note that research papers/articles as well as academic books which have not been published yet but have already been accepted for publication will be considered as published materials if the publication process can be certified. All other things equal, preference will be given to those who possess the research papers/articles in both English and Japanese.

* Status Upon Employment depends on selection results.

(Professor)

The candidate must have sufficient quality and quantity of academic achievements to provide project research seminar/guidance in the PhD Program. Specifically, applicants are requested to possess twelve or more published research papers/articles in either English or Japanese in addition to the doctoral dissertation. Of these published research papers/articles, three or more must be published in highly reputed, peer-reviewed academic journals. A single-authored book based on one's original research will be considered as four research papers/articles. Please note that research papers/articles as well as academic books which have not been published yet but have already been accepted for publication will be considered as published materials if the publication process can be certified. All other things equal, preference will be given to those who possess the research papers/articles in both English and Japanese.

* Status Upon Employment depends on selection results.

4. The candidate must have a proven track record in obtaining competitive external research funding, such as the Grants in Aid for Scientific Research by the Japanese government or equivalent distinguished professional grants.
5. The candidate should be able to conduct lectures and seminars fluently in both English and Japanese. Please note that this may be exempted in the case of those who possess particularly distinguished research achievements or professional experiences.
6. The candidate must be able to engage in the required administrative positions and duties at the Graduate School of Asia-Pacific Studies and the Institute of Asia-Pacific Studies including other departments at Waseda University.
7. The candidate must be able to contribute to the research and educational activities of the Graduate School of Asia-Pacific Studies and the Institute of Asia-Pacific Studies at Waseda University.

8. Application Documents

1) Essay

Essay Topic - How can you contribute to the Graduate School of Asia-Pacific Studies?

Please specify how you can contribute to the Graduate School of Asia-Pacific Studies according to the items listed on 7. Qualifications above including actual course names that you will be able to teach based on your field(s) of specialization in the essay. Please do not exceed 800 words in English or 2,000 characters in Japanese.

2) CV

Please attach a recent photograph and apply using the official Waseda University CV application form.

*You need to specify your email address.

3) List of Academic Achievements: List your education research achievements using the official Waseda University format (“Education and Research Achievement”)

You can download the official Waseda University CV application form and List of Academic Achievements form below.

URL: <https://waseda.box.com/s/09yrhqp446ndmgopcipliyuxmlg23s2>

4) Up to 5 Major Academic achievements in detail required in the “7. Qualifications - 3”-research papers/articles, and/or academic books

(One copy for each academic achievement)

5) Copy of Diploma of the Final Degree Earned

* If you are unable to provide a copy of your diploma, please submit proof of your degree conferred by your university.

6) Copy of your Foreign(Alien) Registration Card or Resident Card (Back and Front)

* Only if it applies to you.

9. Deadline

All applications must reach us **by August 25 (Thursday), 2022, 17:00.**

(We accept applications only through the designated form.)

10. Selection Process

First Screening – Application document screening

Second Screening – Interview and mock lecture

Interview date (Tentative): **November 5 (Saturday) , 2022**

****All costs, including transportation and accommodation expenses, must be fully borne by the applicant.***

11. Submission

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

URL:<https://my.waseda.jp/application/noauth/application-detail-noauth?param=wTO1vrDGTSDM1VHFBftOQw>

Please be advised we are not accepting any application by postal mail.

For “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). Please indicate in red " Major Academic Publications for Post of Full-Time Academic Faculty" on the envelope.

Attn.: GSAPS Office

【Application to the Post of Full-Time Academic Faculty】

Graduate School of Asia-Pacific Studies Waseda University Nishi-Waseda Building 7F
1-21-1 Nishi-Waseda, Shinjuku-ku
Tokyo 169-0051, JAPAN

12. Workplace

Graduate School of Asia-Pacific Studies
Institute of Asia-Pacific Studies
Waseda University
1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, JAPAN

13. Important Notes

1. All successful applicants (1st screening) will be notified of the interview date and time, via email which is filled out in the application form, around **October 12 (Wednesday), 2022**.
2. All personal information will be kept strictly confidential. The application package will not be used for any other purposes except for official evaluation. Please note that all submitted documents will not be returned to the applicants for any reason whatsoever.
3. The interview may be held online depending on the COVID-19 situation.

14. Enquiries

Should you have any enquiries with regards to this recruitment exercise, please contact the Faculty Recruitment Section at the GSAPS Office.

Tel: 03-5286-3877 Email:gsaps-recruit☆list.waseda.jp (Please replace ☆ with @)

<p>Waseda University is committed to enhancing the 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.</p>
