

**GSAPS Academic Recruitment for the Post of Assistant Professor (without tenure)/ Koshi  
(ninkitsuki) (April 2023)**

The Graduate School of Asia-Pacific Studies (GSAPS), Waseda University seeks to appoint an Assistant Professor (without tenure)/Koshi (ninkitsuki) as follows:

**1. Number of Positions:** ONE

**2. Form of Employment:** Fulltime position (adjunct, fixed-term contract)

**3. Expected Date to Assume Duty:** April 1, 2023

**4. Rank:** Assistant Professor (without tenure)/Koshi (ninkitsuki)

**5. Expected Responsibilities:**

**I. Education**

The expected teaching load is three to four courses per week taught in Japanese and English.

- 1) The expected teaching courses are two per year in one of the following fields of three specialization related to the Asia-Pacific Region. (Please indicate your preferred field of specialization in your essay).
  - a) Area Studies
  - b) International Relations
  - c) International Cooperation / Policy Studies
- 2) Teaching “Qualitative Research Methods” (five courses per year)
- 3) Serving as MA thesis examiner

**II. Research**

- 1) Giving an academic talk on the current research project at least once each year
- 2) Applying for Grants-in-Aid for Scientific Research (KAKEN)

**III. Administrative responsibilities**

The expected administrative responsibilities include:

- 1) Those related to the Graduate School of Asia-Pacific Studies (GSAPS) and the Waseda Institute of Asia-Pacific Studies (WIAPS)
- 2) Attending the GSAPS and WIAPS faculty meetings
- 3) Those related to subsidized projects including preparation of applications and implementation of projects
- 4) Those related to the management of “*The GSAPS Journal*” and “*The Journal of Asia-Pacific Studies*”
- 5) Planning and organizing GSAPS/WIAPS events

The Assistant Professor may be requested to take on extra responsibilities upon consultation with the dean of GSAPS.

#### **6. Period of Duty: Two Years (April 1, 2023 – March 31, 2025)**

This is a fixed-term position. After the above period of duty expires and if the Graduate School of Asia-Pacific Studies deems appropriate (based on factors such as educational and research achievements, work attitude, among others), the period of duty may be extended on a yearly basis (up to three times in total). The longest possible length of period of duty for this post is five years in total, including the initial period of duty of two years. It is forbidden to extend the teaching duty period in case one becomes seventy or older of age before the end of the new extension.

\*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.

#### **7. Workplace:**

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

#### **8. Salary and Benefits:** In accordance with the regulations stipulated by the University.

- 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. Considering the nature of research work, working hours and the way to proceed with work are at the discretion of each faculty member.
- Salary: In accordance with the Waseda University regulations.  
Example based on the 2022 regulations:  
Annual salary for a 32-year-old Koshi (ninkitsuki) (pay grade 32): JPY 5,615, 280 (before tax)
- Benefits: Transit subsidy in accordance with the Waseda University regulations. No other form of benefit such as annual bonuses and severance pay available.
- Non-working days and holidays: Saturdays, Sundays, New Year's holidays legally recognized public holidays, and compensatory holidays appointed by the University for holding classes on public holidays and the anniversary of the University's founding. Holidays prescribed as working days determined by the University in advance will be excluded.
- Vacations: Those mandated by the Labor Standards Act and set by Waseda University
- Social security: Employee's pension insurance, health insurance, employment insurance, workers' accident compensation insurance

## 9. Qualifications:

1. To be able to teach a total of seven courses per year through the spring, summer intensive, fall and winter intensive terms at GSAPS (One course consists of fourteen lessons, one hundred minutes. To be able to teach the assigned subjects fluently in both Japanese and English.
2. To be able to contribute to the research and educational activities of GSAPS and WIAPS
3. To have earned a doctoral degree (PhD) at the time of application
4. To have published at least three research papers/articles in either English or Japanese (excluding the doctoral dissertation) which demonstrate one's high research potential. 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 determined to be published will be considered as already published materials if it can be certificated that they are in the publication process.
5. Preference will be given to those who can provide evidence of success in obtaining competitive external research funding, such as the Grants in Aid for Scientific Research by the Japanese government.
6. Not holding a Waseda University student status on the first day of employment.

## 10. How to Apply:

Submit the application documents 1-5 listed below to the online application link.

For “4. 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 GSAPS office address by registered mail (must reach by the application deadline).

1. Essay: Prepare an essay in any format.

Prepare an essay on the following topic: “How can you contribute to the Graduate School of Asia-Pacific Studies?” Please include in the essay your field(s) of specialization and courses you can teach at GSAPS. Please do not exceed 800 words in English or 2,000 characters in Japanese.

2. CV: Prepare your CV using the official Waseda University CV format and attach a recent photograph. Please include your e-mail address. It will be used for all administrative correspondences.
3. “Education and Research Achievement”: List your education research achievements using the official Waseda University format (“Education and Research Achievement”).
4. Up to 3 Major Research papers/articles, and/ or academic books corresponding to academic achievements outlined in the “9. Qualifications 5”.
5. Copy of the doctoral degree or official doctoral degree certificate.

These formats are downloadable from the link below.

<https://waseda.box.com/s/09yrhqpa46ndmgopcippliyuxmlg23s2>

**11. Deadline:** All applications must reach us **by November 10, 2022(Thu.)17:00. (By registered the online form only.)**

## **12. Selection Process:**

The first screening (screening of application documents) followed by the second screening (interview and mock lecture on expected teaching subjects) for those who have passed the first screening.

Scheduled date for the second screening: **January 14, 2023 (Sat.)**

- We will be determining the interview schedule and will not be able to accommodate any request to change the interview schedule.
- The interview may be held online depending on the COVID-19 situation.
- All successful applicants (1st screening) will be notified of the interview date and time via email which you registered to the online form around December 12th, 2022 (Mon.).
- All costs, including transportation and accommodation expenses, will be must be borne by the applicant.

## **13. Submission (by the online application only):**

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

[https://my.waseda.jp/application/noauth/application-detail-noauth?param=Zu\\_mBQ0s48DmD2USFf84-A](https://my.waseda.jp/application/noauth/application-detail-noauth?param=Zu_mBQ0s48DmD2USFf84-A)

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Attn.: GSAPS Office

【Application to the Post of Assistant Professor (without tenure)/ Koshi (ninkitsuki)】

Graduate School of Asia-Pacific Studies

Waseda University

Nishi-Waseda Building 7F

1-21-1 Nishi-Waseda, Shinjuku-ku

Tokyo 169-0051, JAPAN

## **14. Important Notes:**

1. All personal information will be kept strictly confidential. The application documents will not be used for any other purposes except for candidate evaluation. Please note that all submitted documents will not be returned to the applicant for any reason whatsoever.
2. GSAPS will not respond to any enquiry concerning the results of the screening or interview.
3. No smoking is allowed in all Waseda campuses except the designated places.

## 15. Enquiries:

Faculty Recruitment Section, GSAPS Office Waseda University

Tel: 03-5286-3877 Fax: 03-5272-4533 Email: gsaps-recruit☆list.waseda.jp

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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.