

**Application Guidelines for the Assistant Professor (non-tenure-track)/Jokyo Post  
(April 2024)**

**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 Professor (non-tenure-track)/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: One (Tentative)

**2. Responsibilities**

I. Research Activities

- 1) Submitting a research activities report every academic year
- 2) Presenting on the current research project at WIAPS seminar every academic year
- 3) Applying for JSPS Grants-in-Aid for Scientific Research (KAKEN-hi) each year (if not holding the Grant)

II. 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

- 1) Editing of English-language journals, academic journals, etc.
- 2) Teaching courses in the GSAPS (max. 2 class periods per week)

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

*Kakuninsho(Confirmation of Employment Terms).*

**3. Workplace**

In principle,

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**

Full-time position (adjunct, fixed-term contract)

#### **5. Rank**

Assistant Professor (non-tenure-track)/Jokyo

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

April 1, 2024

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

Two Years

From April 1, 2024 – March 31, 2026\*

\* This is a fixed-term position. After the above period of duty expires and if the Institute 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 two times in total). The longest possible length of period of duty for this post is four 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.

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

In accordance with the regulations stipulated by Waseda 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 (working hours will be deemed as 8 hours per day) 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 2023 regulations]  
Annual salary for a 27-29-year-old jokyo (pay grade 27-29): JPY 3,585,720 (before tax)
- 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: 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**

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

1. Holding a doctoral 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.

### **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 who has not graduated from an English program 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 who has not graduated from a Japanese program should, if possible, submit Japanese Language Proficiency Test (JLPT) results.

<Application Documents can be downloaded from the URL below>

<https://waseda.box.com/s/09yrhqp46ndmgopcipliuyuxmlg23s2>

## **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=RiRJV4ZpxjXOKMPa4TMmbQ>

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 17, 2023 (Tuesday), 17:00(JST)**

## **14. Tentative Interview Date**

**December 2, 2023 (Saturday)**

- The interview is planned to be held online(tentative).
- The WIAPS Office will notify successful applicants (after the first screening) of the interview date and time via email around November 14, 2023(Tuesday) 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.
3. No smoking is allowed in all Waseda campuses except the designated places.

### **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 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.