

**Application Guidelines for the Assistant Professor (non-tenure-track)/Jokyo Post
Waseda University Institute of Asia-Pacific Studies (WIAPS)**

1.Fields & Number of Positions	Fields of Specialization: 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: Three (Tentative)
2.Responsibilities (Tentative)	<u>Research Activities</u> 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) <u>Responsibilities related to the Waseda Institute of Asia-Pacific Studies (WIAPS)</u> 1) Attending the WIAPS faculty meetings 2) Planning and organizing GSAPS/WIAPS events <u>Other duties</u> In consultation with the Director of WIAPS, assistant professors will be tasked with one or more of the following responsibilities: 1) Managing academic journals in English and Japanese. 2) Engaging in activities aimed at resuming consortia with overseas partner universities and enhancing connections within the Asian region. 3) Teaching Common Basic Subjects, specifically "Qualitative Research Methods" and "Qualitative Research Methods II," in addition to other courses at GSAPS. *Teaching responsibilities are limited to a maximum of two class periods per week. Additionally, assistant professors may be called upon to undertake further duties, subject to discussions with the Director of WIAPS.
3. Workplace	In principle, 1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo Institute of Asia-Pacific Studies/Graduate School of Asia-Pacific Studies Waseda University
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	September 1, 2024 or October 1, 2024
7. Period of	<u>Two Years: *</u>

Appointment	<p>* This is a fixed-term position. After the above period of duty expires and if the WIAPS 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. We cannot extend the contract beyond the most recent academic year in which you become seventy years old.</p> <p>*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.</p>
8. Salary and benefits	<p>In accordance with the regulations stipulated by Waseda University</p> <ul style="list-style-type: none"> ➤ 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: 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	<p>The Assistant Professor/Jokyo is expected to actively participate in research and education activities of WIAPS and GSAPS and meet the following qualifications:</p> <ol style="list-style-type: none"> 1. Holding a doctoral degree at the time of the application deadline. 2. Preferably fluent in both Japanese and English

	<p>Note: Those with prior experience as 1) Assistant Professor/Jokyo 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”.</p>
10. Application Documents	<p><u>1. CV (Resume) *the official Waseda University format</u> Please attach a recent photograph and include an e-mail address in a column.</p> <p><u>2. List of Education and Research Achievements*the official Waseda University format</u> For the details, please refer to “2. Guideline for Completing Form Waseda University Curriculum Vitae” and “3. Guideline for Completing Form Education and Research Achievements” in the link of application documents.</p> <p><u>3. Major Academic Publications</u> Submit up to three samples of major academic publications.</p> <p><u>4. Copy of the doctoral degree or official doctoral degree certificate</u></p> <p><u>5. Self-recommendation Letter (Free Format; 2000 characters in Japanese or 800 words in English)</u> Make sure to discuss your skills (including language skills) and experience relevant for performing the duties of Assistant Professor/Jokyo.</p> <p><u>6. Proof of English/Japanese Proficiency</u> 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/09yrhqpa46ndmgopcipplyuxmlg23s2</p>
11. How to Apply	<p>Submit your documents (PDF format) via the online application form below: Submission Link: https://x.gd/ZoMCS</p> <p>*For “3. Major Academic Publications”, if you have any item (such as a monograph) that cannot be submitted digitally, you may be allowed to submit such item separately by mail. In such case, submit the item to the following address by registered mail (<u>must reach by the application deadline</u>).</p> <p>Attn.: Waseda University, Institute of Asia-Pacific Studies (WIAPS) (Application for the Post of Assistant Professor/Jokyo) Nishi-Waseda Building 7F, 1-21-1 Nishi-Waseda, Shinjuku-ku Tokyo 169-0051, JAPAN Tel: 03-5286-3877</p>

12. Application Deadline	March 19, 2024 (Tuesday), <u>16:00(JST)</u>
13. Selection Process	The first screening (screening of application documents) followed by the second screening (interview) for those who have passed the first screening.
14. Tentative Interview Date	<p>May 11, 2024 (Saturday) *Online</p> <p>➤ We will be determining the interview schedule and will not be able to accommodate any request to change the interview schedule.</p> <p>➤ All successful applicants (1st screening) will be notified of the interview date and time via email which you registered to the online form around April 23th, 2024 (Tue.).</p>
15. Important Notes	<p>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.</p> <p>2. The WIAPS Office will not respond to any enquiries regarding the results of screening or interview.</p> <p>3. 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> <p>4. No smoking is allowed in all Waseda campuses except the designated places.</p>
16. Enquiries	<p>For enquiries, please contact the Faculty Recruitment Section of the WIAPS Office.</p> <p>Tel: 03-5286-3877</p> <p>Email: gsaps-recruit@list.waseda.jp</p>