

Faculty of International Research and Education, Waseda University
Application Guidelines for a Full-time Faculty Position (with tenure or tenure-track)

1. Field of Specialization	<p style="text-align: center;">Sociology</p> <p>We seek those who specialize in sociology and who can demonstrate competence to teach the courses listed in Section 2 (Work Responsibilities) below.</p>
	<p>The successful candidate will be required to perform the following core tasks:</p> <ol style="list-style-type: none">1) Teaching undergraduate courses at the School of International Liberal Studies (hereafter SILS).2) Contributing actively to the research development of the Department and the University (independent research activities, international publications and presentations, applying for research funding, organizing academic conferences, engaging in academic life with SILS members from diverse backgrounds)3) Fulfilling administrative duties as required by SILS and University regulations (entrance examinations, committee work, etc.) <p>The candidate is expected to teach Introductory, Intermediate and Advanced Courses and Seminars in English (in principle).</p> <p>(Courses)</p> <p>Introductory level: Introduction to Sociology</p> <ul style="list-style-type: none">• Should cover foundational readings, basic themes and approaches (methods) in the field of sociology broadly. <p>2. Work Responsibilities</p> <p>Intermediate and Advanced level:</p> <ul style="list-style-type: none">• Courses in line with the candidate's area of research and interest, with progressive levels of content and specialization.• With a diverse student body coming from Japan and around the world, courses that are attentive to global issues of today, and which stimulate intellectual curiosity and conversation among students are desirable. <p>(Seminars)</p> <ul style="list-style-type: none">• Should offer seminars at all (Introductory, Intermediate, and Advanced) levels in principle. <p>Note: We are on a 14-week semester system, in which each class period (<i>koma</i>) lasts 100 minutes. In general, a full-time faculty member teaches at least nine koma a year, with four or five koma per week each semester.</p> <p>While this is an undergraduate teaching position, there may be opportunities to teach, supervise or co-supervise MA- and PhD-level students by collaborating with other faculties within the University.</p>
3. Qualifications	<ol style="list-style-type: none">(1) Ph.D. or equivalent by the time of employment(2) Demonstrated ability to conduct lectures in English

4.	Number of persons to be hired	One person
5.	Status / Position	Professor (with tenure), Associate Professor (with tenure) or Assistant Professor (with tenure)
		Associate Professor (tenure-track) or Assistant Professor (tenure-track) ※ The successful applicant will receive a job offer, including a position title (with tenure or on a tenure track), determined through a comprehensive assessment of the applicant's academic background, teaching experiences, research accomplishments, and other relevant factors. ※ If the position is offered with a tenure-track qualification, the following conditions apply: <ul style="list-style-type: none">• In principle, the tenure-track appointment is for three years, with the possibility of an extension of two years upon application if the member fails the tenure screening process. The application for an extension will be considered based on the applicant's academic and educational accomplishments, performance of University/School duties, and other relevant aspects during the fixed term.• The faculty member will be able to apply to the Dean of the School for a tenured position in the 3rd year after appointment. Application for tenure will be decided in accordance with the school's internal regulations. The application for tenure will be considered by a faculty screening committee based on the applicant's academic and educational accomplishments, performance of University/ School duties, and other relevant factors. The University will decide whether to approve or disapprove the application. Details, such as the application period, will be notified to the relevant faculty member(s) accordingly.• If an employment contract with Waseda University has existed at any time since April 1, 2013, regardless of the job title, the period of employment and the possibility of reappointment itself may differ from the above description.• The University may request the member to attend a designated Faculty Development program during the tenure-track period.
6.	Duty, Salary, and Benefits	<div>• Duty hours</div> <div>Scheduled working days and working hours (start time, finish time, rest periods) are as specified in the university regulations. As for research work, the Discretionary Labor System of Japan applies. Hence, working hours for research as well as how research should proceed are at the discretion of each faculty member.</div>
		<div>• Place of Work</div> <div>In principle, at Waseda Campus</div>
		<div>• Salary</div> <div>Provided in accordance with the university regulations</div>
		<div>• Benefits and Commutation Expenses</div> <div>Provided in accordance with the university regulations</div>
		<div>• Retirement Payment</div> <div>Provided in accordance with the university regulations</div>
		<div>• Holidays and Vacations</div> <div>New Year Holidays and National Holidays (excluding national holidays designated by the university as workdays) Vacations are (1) non-working days designated by Japanese laws and ordinances, such as Labor Standards Law, and (2) those designated by the university (e.g., summer/winter vacation periods and periods when offices are closed).</div>

	♦ Social Insurance Program	Employees' Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
7.	Date of Employment	April 1, 2027 or September 1, 2027
8.	Procedure	<p>Your application will be accepted only when (1) and (2) below are completed/submitted.</p> <p>For ③ and ④ under (2), download designated forms from the link below.</p> <p>For the other items, you may use any form.</p> <p>Prepare ①-⑤ in English. ⑦ may be in either English or Japanese.</p> <p>https://waseda.app.box.com/folder/193054471255?s=h594r1nxexlhowclw9z0xtotwlqqu4vn</p>
(1)	Web Entry	<p>Submit your information via the following website by March 24, 2026:</p> <p>https://my.waseda.jp/application/noauth/application-detail-noauth?param=c8-g8jpmcMh8fyerxTNBMA</p>
(2)	Documents to be submitted	<p>① Check List</p> <p>Confirm the following documents are in order and attach the list.</p> <p>https://waseda.box.com/s/ivnjfmzm5n1x4ezn4rjasmoqpi3u02g9</p>
		<p>② Letter of Application</p> <p>Briefly explain your interest in and suitability for a faculty position at SILS. This will be considered your cover letter.</p>
		<p>③ Curriculum Vitae in English</p> <p>Download the designated form from the link below and fill in all items.</p> <p>https://waseda.box.com/s/l6f1hv6tpby9vq05q9izj7bms4gozl1t</p> <ul style="list-style-type: none"> ♦ Be sure to indicate whether you currently hold a tenured position. ♦ If you hold position(s) in Japan, indicate their Japanese title(s) as well.
		<p>④ Education and Research Accomplishments</p> <p>Submit a, b, and c below</p> <ul style="list-style-type: none"> ♦ Education and Research Achievements I – IV ♦ Download the designated form from the link below and fill in all items in English <p>https://waseda.box.com/s/cl7lkz6r04p11yifwqfmru8j1l6789no</p> <ul style="list-style-type: none"> ♦ Research accomplishments ♦ Submit (photocopies of) up to 5 articles/books that best represent your research. Provide an approximately 250-word summary for each of these publications. ♦ With regard to forthcoming publications, submit letters from the publishers/journal editors that verify their acceptance. ♦ As for articles/books written in foreign languages, their original titles must be accompanied by English translations. Also, provide a brief summary in English for each of them. ♦ Teaching activities ♦ Submit documents that are relevant to your current (or past) teaching activities, such as course syllabi and class handouts.

⑤ Teaching and Research Plans	<ul style="list-style-type: none"> ◆ Submit a course description and syllabus for two courses you might teach at SILS (one for an introductory course on sociology, and another on any intermediate or advanced course). ◆ Submit a statement regarding your teaching philosophy and vision, and another on your research interests and plans.
⑥ Photocopy of diploma of highest degree or proof of expected completion date	
⑦ Two Recommendation Letters	<p>Two recommendation letters (preferably in English, but Japanese is acceptable) – signed and scanned on institutional letterhead – sent directly by the referees to the email address listed in section “12. Inquiries.”</p> <p>Please tell your referees to designate the email subject as “Sociology (Name of Applicant) Recommendation Letter.”</p>
⑧ Others	<p>Submit a list of the names of two additional recommenders, with the following information about them: affiliation, title, and contact details (telephone number and email address). These individuals might be contacted during the selection process.</p>

Note: In principle, the submitted documents will not be returned to the applicant. Also, we cannot respond to any inquiry regarding whether we have received your application form or recommendation letters.

9. Mailing Address	<p>Faculty Employment Search Committee (Sociology) School of International Liberal Studies Waseda University 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan</p> <ul style="list-style-type: none"> * On the envelope, write “Application Documents for Sociology” in red. * Send the envelope by simplified registered post or by delivery service (courier) to ensure that the application package can be tracked. * Submission of application documents in person/by email will not be accepted.
10. Application Period	<p>Web Entry: December 12, 2025 – March 24, 2026 23:59 (JST) Documents Submission: December 12, 2025 – March 31, 2026 (All application materials must arrive by 17:00 (JST) on March 31, 2026.)</p> <ul style="list-style-type: none"> * Applications submitted after the deadline will not be accepted for any reason.
11. Application Process	<p>(1) 1st stage: document screening. Results will be sent to the email addresses provided on applicants' CVs in early May 2026.</p> <p>(2) 2nd stage: Interview, which will include a mock lecture and research presentation, for selected applicants on May 23 or 24, 2026. In principle, interviews are conducted in person at Waseda University (Tokyo), with the possibility of having them online. Travel expenses are to be borne by each applicant.</p> <p>(3) Notification of the final selection results will be sent out by late-September, 2026.</p>

12. Inquiries	For inquiries, contact: Faculty Employment Search Committee (Sociology), School of International Liberal Studies Waseda University E-mail: sils-ap@list.waseda.jp Office Hours: Monday – Friday 9:00 – 17:00 *Closed on weekends, public holidays, and special university holidays
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13. Websites	For further information on the School of International Liberal Studies, please refer to: SILS: https://www.waseda.jp/fire/sils/en/
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- Any personal information submitted will be used for screening purposes only. The information submitted by the successful applicant who later joins Waseda University will be retained and used for employment purposes. The personal information of all other applicants will be disposed of, in accordance with the university regulations.
- Waseda University is committed to enhancing the diversity of its faculty by pursuing globalization and gender equality. In all matters related to faculty recruitment and promotion, the university prohibits any form of discrimination on the basis of one's nationality, gender, religion, creed, political affiliation, or disability.