

## Faculty of International Research and Education, Waseda University

### Application Guidelines for a Full-time Faculty Position (with tenure or tenure-track)

---

#### Artificial Intelligence

1. Field of  
Specialization

Artificial Intelligence is a field that focuses on the development, evaluation, and application of computational methods that enable machines to perform tasks requiring perception, learning, reasoning, and decision-making. It encompasses core areas such as machine learning, data-driven modeling, intelligent systems, and algorithmic decision processes, as well as their applications across a wide range of domains.

Within the SILS liberal arts program, we seek a candidate who can complement and strengthen our existing curriculum through expertise in Artificial Intelligence and related methodologies.

We particularly welcome candidates with strong expertise in AI-related research who are capable of teaching core concepts and hands-on modeling to undergraduate students in a liberal arts setting. The successful candidate is expected to maintain an active research agenda in Artificial Intelligence or related fields.

---

The successful candidate will be required to perform the following core tasks:

- 1) Undergraduate teaching in the School of International Liberal Studies (SILS)
- 2) Actively engaging in research activities (independent research activities, international publications, fund-seeking applications, conference organization, collegial academic life with SILS members, etc.)
- 3) Fulfilling administrative duties in SILS as required by the University (entrance examinations, committee service, etc.)

The successful applicant will be expected to teach at least

2. Work  
Responsibilities

- First Year Seminar,
  - Intermediate Seminar, and
  - Advanced Seminar,
- in addition to
- lecture courses at all three levels (introductory, intermediate, and advanced) that reflect the applicant's academic expertise in Artificial Intelligence or closely related fields.

Successful applicants are encouraged to propose specific courses aligned with their own areas of expertise, provided that the proposed courses do not overlap with existing SILS offerings. Prior to submitting course proposals, applicants are requested to consult the SILS Syllabus Search system (<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>). When preparing course proposals, applicants should also note that SILS is a liberal arts school. Courses at all three levels may be taken by students with limited background in Artificial Intelligence or related disciplines, and are expected to be designed accordingly.

Note 1: SILS operates on a 14-week semester system, with each class period (koma) lasting 100 minutes. In general, a full-time faculty member teaches at least nine koma per academic year, typically four to five koma per week each semester.

---

Note 2: At SILS, seminars form a sequence of small, discussion-based classes that complement lecture-type courses. The “First Year Seminar” introduces students to a range of topics in classes with a maximum enrollment of 20 students. The second-year “Intermediate Seminar” continues this format at a more advanced level and serves as a bridge to specialized study. In the later years, students may enroll in an “Advanced Seminar,” where they pursue topics of individual academic interest through intensive, research-oriented work.

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.

- 
- |                   |  |
|-------------------|--|
| 3. Qualifications | <ul style="list-style-type: none"> <li>• Ph.D. or equivalent by the time of employment</li> <li>• Demonstrated ability to conduct lectures in English</li> <li>• Proficiency in Japanese is preferred but not mandatory</li> </ul> |
|-------------------|--|
- 

- |                                  |            |
|----------------------------------|------------|
| 4. Number of persons to be hired | One person |
|----------------------------------|------------|
- 

Professor (with tenure), Associate Professor (with tenure), or Assistant Professor (with tenure)

Professor (tenure-track), Associate Professor (tenure-track), or Assistant Professor (tenure-track)

- |                     |  |
|---------------------|--|
| 5. Status/ Position | <ul style="list-style-type: none"> <li>※ The successful applicant will receive a job offer, including the appointment rank and tenure status (with tenure or tenure track), determined through a comprehensive assessment of the applicant's academic background, teaching experiences, research accomplishments, and other relevant qualifications.</li> <li>※ If the position is offered on a tenure-track basis, the faculty member must comply with the following rules.             <ol style="list-style-type: none"> <li>(1) In principle, the tenure-track appointment is for a period of three years.</li> <li>(2) A faculty member may apply for a tenured position only in the third year after appointment. Upon application, the Personnel Review Committee will conduct an evaluation in accordance with the School's internal regulations on personnel review, based on a comprehensive assessment of the applicant's research achievements, educational accomplishments, performance of School and University duties, and other relevant factors during the prescribed evaluation period. Based on the outcome of this review, the University will decide whether to approve or disapprove the application for tenure. If the application for tenure is not approved, the appointment may be extended for an additional two years based on the results of the review. Details such as the application period and procedures will be notified separately to the relevant faculty member(s).</li> <li>(3) If an employment contract with Waseda University has existed at any time on or after April 1, 2013, regardless of position or title, the total period of employment and the the availability or duration of reappointment may differ from the terms described above.</li> <li>(4) During the tenure-track period, the University may request the faculty member to participate in a Faculty Development program designated by the University.</li> </ol> </li> </ul> |
|---------------------|--|

	• Duty hours	Scheduled working days and hours (including start and end time and rest periods) shall be governed by the University's regulations. The Discretionary Labor System for Professional Work applies to research activities, under which decisions regarding work methods and time allocation are left to the faculty member's discretion.
	• Place of Work	Waseda Campus
	• Salary	Provided in accordance with the University's regulations
	• Benefits and Commutation Expenses	Provided in accordance with the University's regulations
	• Retirement Payment	Provided in accordance with the University's regulations
6.	Duty, Salary, and Benefits	<p>• Holidays and Vacations</p> <p>(1) Holidays include Saturdays, Sundays, the year-end and New Year holidays, national holidays, temporary non-instructional days established by holding classes on certain national holidays, and the University Anniversary Day, except for days on which the University has designated classes to be held in advance.</p> <p>(2) Leave includes leave stipulated by applicable laws and ordinances, such as the Labor Standards Act, as well as leave specifically designated by the University.</p>
	• Social Insurance Program	The faculty member shall be enrolled in Employees' Pension Insurance, Health Insurance, Worker's Compensation Insurance, and Employment Insurance.
7.	Date of Employment	April 1, 2027, or September 1, 2027
8.	Procedure	<p>Applications will be accepted only if both (1) and (2) below are completed by the application deadline.</p> <p>For items ③ and ④ under (2), applicants must download and complete the designated forms from the URL below.</p> <p>For all other items, the format is at the applicant's discretion.</p> <p>Items ①-⑤ must be prepared in English. Item ⑦ may be prepared in either English or Japanese.</p> <p><a href="https://waseda.app.box.com/folder/193054471255?s=h594r1nxelhowclw9z0xtotwlqqu4vn">https://waseda.app.box.com/folder/193054471255?s=h594r1nxelhowclw9z0xtotwlqqu4vn</a></p>
(1)	Web Entry	<p>Complete the Web entry via the URL below by June 1, 2026 (23:59 JST)</p> <p><a href="https://my.waseda.jp/application/noauth/application-detail-noauth?param=EjM_g9Mdv7InBaTfdUg8cg">https://my.waseda.jp/application/noauth/application-detail-noauth?param=EjM_g9Mdv7InBaTfdUg8cg</a></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><a href="https://waseda.box.com/s/ivnjfmzm5n1x4ezn4rjasmoqj3u02g9">https://waseda.box.com/s/ivnjfmzm5n1x4ezn4rjasmoqj3u02g9</a></p>
	② Letter of application	Cover letter: Please explain your reasons for applying for a faculty position at SILS and describe your suitability as a faculty member.

- ③ Curriculum Vitae in English Download the designated form from the URL below and fill in all items.  
<https://waseda.box.com/s/l6f1hv6tpby9vq05q9izj7bms4goz11t>
- ◆ 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.
- 
- ④ Education and Research Accomplishments Submit the following documents (a–c):
- a. Education and Research Achievements I–IV
- Download the designated forms from the URL below and fill in all items in English.
- <https://waseda.box.com/s/cl7lkz6r04p11ylfwqfmru8j116789no>
- b. Research accomplishments
- Submit (photocopies of) up to five articles/books that best represent your research.
  - Provide an approximately 250-word summary for each of these publications.
  - For forthcoming publications, submit letters from the publishers or journal editors verifying their acceptance.
  - For articles/books written in languages other than English, provide the original titles together with English translations, and include an English summary for each.
- c. Teaching experience and instructional content
- Submit any relevant materials related to your teaching experience, such as course titles and descriptions, syllabi, and class handouts.
- 
- ⑤ Teaching and research plans
- ◆ Submit a brief description of the content of each proposed course, including: First Year Seminar, Intermediate Seminar, Advanced Seminar, introductory-level lecture course, intermediate-level lecture course, and advanced-level lecture course.
  - ◆ Submit a detailed course description and syllabus for the introductory-level lecture course the applicant intends to teach.
  - ◆ Submit separate statements outlining (i) the applicant’s teaching philosophy and educational vision, and (ii) the applicant’s research interests and future research plans.
- 
- ⑥ Photocopy of diploma of highest degree
- 
- ⑦ Two recommendation letters
- Two recommendation letters (preferably in English, but Japanese is also acceptable) – signed and scanned on institutional letterhead – sent directly by the referees to the email address listed in section “12. Enquiries.”

Please instruct your referees to use “Artificial Intelligence (Applicant’s Name) Recommendation Letter.” As the subject line of their email.

- 
- ⑧ Others In addition to the recommender listed in item ⑦ above, please submit a brief document (format free) listing two additional recommenders, including their names, affiliations, titles, and contact details (telephone number and email address). These individuals may be contacted directly during the selection process.
- 

Note: In principle, submitted documents will not be returned. The University is unable to respond to inquiries regarding the receipt of application materials or recommendation letters.

---

9. Mailing Address Faculty Employment Search Committee (Artificial Intelligence)  
School of International Liberal Studies, Waseda University  
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan
- \* Please write “Application Documents for Artificial Intelligence” in red on the envelope.
  - \* Application documents must be sent by a trackable method, such as simplified registered mail or a courier service.
  - \* Submission of application documents in person or by email will not be accepted.
- 

10. Application Period Web Entry: March 6 (Fri), 2026 – June 1 (Mon), 2026 23:59 (JST)  
Documents Submission: March 6 (Fri), 2026 – June 5 (Fri.), 2026  
(All application materials must arrive by Friday, June 5, 2026, 17:00 (JST))
- \* Applications submitted after the deadline will not be accepted for any reason.
- 

11. Application Process (1) First stage: Document screening.  
Results will be notified by email to the addresses listed on applicant’s CV in late June 2026
- (2) Second stage: Interview (including a mock lecture and research presentation)  
In principle, interviews will be conducted in person at Waseda University (Tokyo), on Saturday, July 25th, 2026. Details will be provided to selected applicants. Travel expenses are the responsibility of the applicants; interviews may be conducted online depending on circumstances.
- (3) Final results  
Final selection results will be notified to applicants by late December 2026 (tentative).
- 

12. Inquiries For inquiries, contact:  
Faculty Employment Search Committee (Artificial Intelligence)  
School of International Liberal Studies, Waseda University  
E-mail: [sils-ap@list.waseda.jp](mailto:sils-ap@list.waseda.jp)  
Office Hours: Monday – Friday 9:00 – 17:00
- \* Closed on weekends, public holidays, and special University holidays
- 

13. Websites For general information about the School of International Liberal Studies, please visit the following website:  
<https://www.waseda.jp/fire/sils/en/>

- 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.