

School of International Liberal Studies, Waseda University
Application Guidelines for an Assistant Professor (non-tenure-track)
(Data Science)

<p>1. Field of Specialization</p>	<p>Data Science</p> <p>The successful candidate will have a record of research achievements in Data Science and related fields. In particular, a research specialization in areas related to Data Science—such as information science, artificial intelligence, cognitive science, digital society studies, financial informatics, and digital humanities—with a strong record of internationally recognized publications is desirable. Teaching experience in Data Science-related subjects and a willingness to engage actively in interdisciplinary and international education are also desirable.</p>
<p>2. Work Responsibilities</p>	<p>(1) Major Courses to be Taught: The successful candidate will teach the following courses [A] and [B] in English.</p> <p>[A] The compulsory course “Introductory Data Science” [B] Courses related to Data Science in the candidate’s area of specialization.</p> <p>Note: (i) The successful candidate will be in charge of 4 koma per week. (ii) For the current syllabus of “Introductory Data Science,” please refer to the following link: https://www.wsl.waseda.jp/syllabus/JAA104.php?pKey=210GE13100012026210GE1310021&pLng=en</p> <p>(2) Other Responsibilities: Other work duties will be assigned according to the University / School regulations. (e.g., Entrance exam related work; administrative work, etc.).</p>
<p>3. Qualifications</p>	<p>(1) Ph.D. or equivalent by the time of employment (2) Demonstrated ability to conduct lectures in English (3) Proficiency in Japanese is preferred but not mandatory</p>
<p>4. Number of faculty to be hired</p>	<p>1 person</p>
<p>5. Status / Position</p>	<p>Assistant Professor (non-tenure-track)</p>
<p>6. Period of Employment</p>	<p>2 years</p> <p>* Considering factors such as education, research, and work performance, the school may annually renew the initial two-year contract for up to three additional years. However, the combined period of employment cannot exceed five consecutive years.</p> <p>* If the successful candidate has held an employment contract under any job title with Waseda University since April 1, 2013, the contract period and the possibility of reappointment specified above may not apply, unless there has been a gap of at least six months during which the candidate did not have any contract with the university.</p>
<p>7. Work, Salary, and Benefits</p>	<p>Scheduled working days and hours (including start and end times, recess, etc.) are as specified in the university regulations. However, under the Discretionary Labor System for Professional Work, the specific working hours and methods of work are left to the discretion of the faculty.</p> <hr/> <p>• Duty hours</p> <hr/> <p>• Place of Work</p> <hr/> <p>• Salary</p> <hr/> <p>• Benefits and</p>

Commutation Expenses	
• Retirement Payment	Provided in accordance with university regulations
• Holidays and Vacations	Holidays include Saturdays, Sundays, New Year holidays, national holidays, and the university foundation day. However, exceptions may apply to 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).
• Social Insurance	Employees' Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
8. Date of Employment	September 1, 2027 or April 1, 2028
9. Documents to be submitted	The application process is complete when both (1) and (2) listed below are submitted by the stated deadline.

(1) Web Entry

Submit your information via the following website.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=J9ORiKmMdX66b4lkvKB3YA>

(2) Documents

① A letter of application in English	Explain your teaching and research interests at the School of International Liberal Studies and how you are suited for a faculty position here.
② Curriculum Vitae	Complete the designated form, which can be downloaded from the link below. https://www.waseda.jp/fire/sils/en/recruitment/ ◆ 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.
③ A statement of aspirations	Explain what kinds of courses you could teach (with concrete examples), as well as what other educational contributions you could make to the School of International Liberal Studies.

④ Academic and Research Achievements	<p>Complete the designated form, which can be downloaded from the link below. https://www.waseda.jp/fire/sils/en/recruitment/</p> <p>*For research achievements in languages other than English, provide titles in both the original language and English.</p> <p>In addition, the following documents must also be submitted.</p> <p>a. Research accomplishments</p> <ol style="list-style-type: none"> 1) For forthcoming publications, submit a letter from the publisher or journal editor verifying their acceptance for publication. 2) Up to five main achievements, such as papers and books, that have been published within the five years prior to the time of application. (Photocopies will be accepted.) 3) Summary of each of the submitted achievements (approximately one A4 page in total) <p>b. Teaching experience</p> <ul style="list-style-type: none"> • List the titles of up to five courses you have taught, along with their descriptions and syllabi; briefly explain what you have done in each course (approximately one A4 page in total).
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⑤ Photocopy of diploma of highest degree(s)

⑥ Two letters of recommendation	Have two recommenders send recommendation letters (either in English or Japanese) in sealed envelopes directly to the address below.
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⑦ Other references	Provide the names, affiliations, titles, and contact information (e.g. telephone numbers and email addresses) of two additional recommenders.
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Note : The documents requested in categories ①, ②, ③, ④a 3) and ④b must be submitted in English. Those in categories ④a 1)-2), ⑥, and ⑦ may be in English or Japanese. Categories ① and ④ a-b allow submissions in any format. In principle, the submitted documents will not be returned. Also, inquiries about application status cannot be addressed.

10. Mailing Address

Faculty Employment Search Committee (Data Science)
School of International Liberal Studies, Waseda University
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan

On the envelope, please indicate the following text in red.

“Application Documents for the Assistant Professor (non-tenure-track) position of Data Science”

*Please use registered post or a delivery service that provides package tracking.

*Applications submitted in person or via email will not be considered.

11. Application Period

Friday June 19, 2026 – Friday September 11, 2026

All application materials must be received no later than 5pm on September 11, 2026.
No exceptions will be permitted.

12. Application Process

- (1) Preliminary screening will be based on the application documents. Candidates who pass the first stage of the selection process will be notified at the e-mail address provided in their curriculum vitae by early October 2026.
 - (2) In principle, those who pass the first screening must attend an interview, which will include a mock lecture, at Waseda University, Tokyo on Sunday October 11, 2026. Applicants are responsible for bearing their own transportation costs for the interview. An online interview may be arranged for those unable to come to campus.
 - (3) Final results are tentatively scheduled to be released in late December 2026.
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13. Inquiries

Faculty Employment Search Committee: Data Science

School of International Liberal Studies, Waseda University

E-mail: sils-ap@list.waseda.jp

Office Hours: Monday-Friday 9:00am-5:00pm

*The office is closed on weekends, public holidays, and special university holidays

14. Website

For further information on the School of International Liberal Studies, visit the following website.

<https://www.waseda.jp/fire/sils/en/>

Personal information

The personal information provided will be used solely for appointee selection purposes. While the appointee's information will be retained as part of employment records, all other applicants' information will be disposed of in accordance with university regulations.

(*) Waseda University is dedicated to promoting diversity and inclusion. In all aspects of faculty recruitment and promotion, it strictly prohibits discrimination on the grounds of sex, disability, sexual orientation, gender identity, nationality, ethnicity, creed, or age.