

Waseda University
Faculty of Letters, Arts and Sciences
Tokyo, Japan

1. Specialty:

Urban Social Theory with a Historical Perspective since the Modern Era

2. Number of Positions Available:

One

3. Position:

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

* The position will be determined based on the publication and educational records and will be indicated in the job offer letter.

4. Employment Type:

Full-time

5. Term of Employment:

1) For positions as Professor, Associate Professor, or Assistant Professor:

No fixed term (retirement age is 70 years old)

2) For positions as Assistant Professor (Tenure Track):

The term is 3 years, with the possibility of reappointment twice, each for a period not exceeding 2 years.

【Notes for positions as Assistant Professor (Tenure Track)】 :

- A mid-term review will be conducted in the 6th semester during the 3-year term, and a final review will be conducted in the 10th semester during the first reappointment period for the tenure review. If the final review is successful, the job titles will be changed in the 11th semester after the appointment.
- If significant achievements are recognized during the mid-term review, the status may be changed in the 7th semester without waiting for the final review.
- If the tenure review is unsuccessful, reappointment may be granted again for a period not exceeding 2 years after the end of the first reappointment period.
- Regardless of job titles, if there has been an employment contract with the university since April 1, 2013, and there has been no period without an employment contract for more than six months until the date of this recruitment, there is a limit to the continuous employment contract period. Therefore, the contract period and the presence or period of reappointment may not meet the above conditions. Additionally,

the contract cannot be renewed beyond the academic year in which the employee reaches the age of 70.

6. Chief Subjects to Be Taught:

(1) Undergraduate:

- Delivering lectures and specialized seminars (*enshu*) on Urban Studies and Urban Social Theory in both the School of Culture, Media and Society and the School of Humanities and Social Sciences.
- Example course titles include "Theory of Community and Urban Studies," "Urban Modernity," and "Urban and Social Theory."

(2) Postgraduate:

- Delivering lectures and seminars on Sociology in both the Course in Sociology and the Course in Social Design and Innovation within the Graduate School of Letters, Arts, and Sciences.
- Example course titles include "Seminar in Sociology," "Advanced Lecture in Sociology" and "Fieldwork Practice."
- Supervising MA theses and PhD dissertations in the Graduate School of Letters, Arts, and Sciences.

*Specifics of classes will be determined by the departments concerned after the successful applicant has been appointed.

7. Job Description :

In addition to the job listed in "6. Chief Subjects to Be Taught " the following duties are included:

- Participation in individual research activities and organizational research activities, as well as other research-related tasks
- Various university administrative duties as determined by the faculty or graduate school (e.g., serving on various committees, entrance examinations, etc.)

8.Terms and Conditions

- Working Hours: Working days and hours (start and end times, break times, etc.) are in accordance with university regulations. The discretionary labor system for professional work (deemed working hours: 8 hours per day) is applied, allowing the individual to decide the means and time allocation for performing their duties due to the nature of research work.
- Salary and Allowances: In accordance with university regulations.
- Commuting Expenses: In accordance with university regulations.
- Retirement Allowance: For positions as Professor, Associate Professor, or Assistant Professor, a retirement allowance will be provided in accordance with university regulations. For positions as Assistant Professor (Tenure Track), no retirement

allowance will be provided. However, if the individual continues as a full-time faculty member, the period of service as an Assistant Professor (Tenure Track) will be included in the calculation of the retirement allowance as a full-time faculty member.

- Holidays: Saturdays, Sundays, year-end and New Year holidays, national holidays, temporary holidays established by conducting classes on some national holidays, and the university's founding anniversary. However, this excludes days when the university has predetermined to hold classes.
- Substitute Holidays: If it becomes necessary to work on a holiday due to unavoidable circumstances, a substitute holiday can be arranged.
- Leave: Leave as stipulated by the Labor Standards Act and other laws, as well as special leave determined by the university.
- Social Insurance: Enrollment in welfare pension, health insurance, workers' compensation insurance, and employment insurance.

9. Work Location:

In principle, various campuses of Waseda University.

10. Starting Date:

1 April 2026

11. Qualifications:

- 1) Experience in teaching and research at universities or other academic institutions is preferred.
- 2) Completion of a doctoral degree by the time of appointment (April 2026).
- 3) No other primary employment at the time of appointment.
- 4) Research achievements published in foreign languages are preferred.

12. Application Materials: *Please submit all documents in PDF format.

- 1) A written statement outlining why you have applied for this post and what you want to achieve (approximately 500 words in English/A4 sheet or approximately 1,000 characters in Japanese/A4 sheet)
- 2) One copy of the official university CV form 「早稲田大学文学学術院教員応募履歴書」 including teaching experience and publications (either in English or Japanese)
 - Only the official Waseda CV form will be accepted. Please download it and follow the instructions for filling it out:
English: <https://waseda.box.com/s/dsnm6ut20nvio9p9pk4le1dm487jt992>
Japanese: <https://waseda.app.box.com/s/jty7immkt0psy387rrfu0ktak5nlunz>
- 3) Representative publications(up to five)
- 4) Representative Research Achievements (Submission Category)

*Please download the form from the following URL, fill in the required information, and

submit it: <https://waseda.box.com/s/7xfqcz14may26g6fdhzthczl9xt4wbrm>

- 5) Sample proposals for two lectures 「文化構想学部・文学部講義試案（２種類）」: one for a basic content class designed for the School of Culture, Media and Society, and the School of Humanities and Social Sciences; and another, with more specific content including approaches and methods, or practical lessons of fieldwork.

- Follow the directions and fill out the form for the two proposed lectures which can be Downloaded from:

English: <https://waseda.box.com/s/92v8f11fy2lamh9rjj13ohqk17e0wkci>

Japanese: <https://waseda.box.com/s/ltza4f1fx7w1hgngppvvclsqub0exmpp>

- 6) The names and contacts information (telephone numbers, mailing addresses, and e-mail addresses) of two referees, written on a separate sheet of paper.

- Reference will be made for those who pass the first stage; prior consent is requested.

13. Application Period and Method

- Application Period:
➤ Application Method: Please apply using the following URL:

"早稲田大学文学学術院教員公募エントリーフォーム"

<https://forms.office.com/r/BVQfKch9hu>

*After submitting the entry form, you will receive a URL to upload the "required documents." Please ensure that the upload of the "required documents" is completed by the above deadline.

*If you wish to send your books or other materials by postal mail, please send them to the address in " Contact Information "

*Please write "Application Documents for Urban Sociology with Historical Perspective Since Modern Times Enclosed" in red on the front of the envelope. Hand delivery is not accepted. Please note that the acceptance of books or other materials is also until the above deadline.

*In principle, submission documents will not be returned. If you wish to have books or other materials returned, please enclose either a "Letter Pack Plus with necessary information filled in" or an "envelope with a prepaid delivery slip (with necessary information filled in)" (returns will be made by August 31). If not enclosed, returns cannot be made, so please be aware.

14. Selection Schedule:

- 1) First Stage (screening of application materials): Applicants will be informed of the results by Friday, 13 June 2025.

- 2) Second Stage (interview): Those who pass the first stage will be invited to an interview,

which will take place from late June to early July 2025. The candidate will also be required to give a sample lesson.

*Candidates will NOT be reimbursed for travel expenses. A Zoom interview might be possible for overseas applicants.

15. Contact Information:

Personnel Committee

Waseda University Faculty of Letters, Arts and Sciences

1-24-1 Toyama, Shinjuku-ku, Tokyo 162-8644, Japan

E-mail: bungaku-koubo@list.waseda.jp

•Waseda University is committed to enhancing the diversity of its faculty in order to promote globalization and gender equality on campus. In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of national origin, gender, religion, creed, political affiliation, or disability.

•Smoking is prohibited throughout the Waseda University campus, except in designated outdoor smoking areas.

•Waseda University has established guidelines for the prevention of harassment.

Please be sure to review the contents at the following URL when applying:

<https://www.waseda.jp/inst/harassment/about/guideline>