Faculty of Law (Graduate School of Law), Waseda University
Overview of open position for Assistant Professor (without tenure)

Graduate School of Law (hereinafter referred to as GSL) at Waseda University offers a Master's program and a Doctoral program in law, which are conducted in Japanese. In April 2018, GSL launched an LL.M. program (the LL.M. in Asian Economic Integration and Law), a Master's program conducted entirely in English. The Waseda LL.M. is a one-year English-language degree program that cultivates students' ability to identify and solve various legal issues arising from economic integration in modern East Asia.
GSL currently seeks a non-tenure faculty member to enhance teaching primarily in the LL.M. program. This individual will: 1) collect English-language literature (including digital data) on Japanese law for the purpose of improving education and research in the LL.M. program; 2) provide guidance, in Japanese and English, to all students in GSL (all Doctoral and Master's students, including those in the LL.M. program) on methods of collecting legal literature, and; 3) teach academic ethics and academic writing to those students.

1.Number of Positions Available
One (appointment date: September 21, 2027 or April 1, 2028)

2.Terms of Appointment
(1)Assistant Professor(without tenure): 2 years
(2) Upon completion, the appointment may be renewed for one additional year. Further renewals are possible, but no individual can be employed as Faculty of Law for a continuous period exceeding five years. Renewal decisions will consider the individual's overall job performance at Faculty of Law. In addition, the appointment cannot be renewed beyond the academic year in which the individual turns 70 years old.
(3) Regardless of rank, there is an upper limit to the length of a continuous employment contract. If an individual: 1) has been under contract with Waseda University anytime after April 1, 2013 and; 2) has not had a period of at least six months without a contract since April 1, 2013, then the length of appointment or renewal may be shorter than indicated above.

3.Qualifications
The applicant must satisfy all the requirements below.

(1) Enthusiasm toward teaching and research at a university, and ability to teach graduate students academic legal research, academic writing, and academic ethics in both English and Japanese.
(2) Expertise on electronic journals and other digital media, including the latest English-language works on Japanese law, as well as ability to collect, provide, and manage legal information needed to facilitate comparative law research at GSL.
(3) Japanese language ability sufficient to participate in meetings and discussions (for non-native speakers of Japanese).
(4) A doctoral degree or the fulfillment of one of the qualifications below by the time of appointment.

I. An outstanding record of research and at least three full years of experience as a research associate.
II. An outstanding record of research, at least five full years of enrollment in graduate school, and the fulfillment of all requirements for obtaining a doctoral degree.
III. Expertise and experience equivalent to the qualifications above.

4.Duties

(1) Teaching courses in the Graduate School of Law, the School of Law, and other relevant departments.
(2) Teach legal academic research, academic writing, and academic ethics, as well as provide relevant guidance and training in GSL in both English and Japanese.

*Teaching and training contents may include "methods of searching Japanese and foreign legal literature in English using Lexis and Westlaw," "methods of searching Japanese legal literature in English using databases other than Lexis and Westlaw," and "methods of searching Japanese legal literature in English using paper-based media." Teaching, training, and guidance include both being responsible for classes and providing student guidance outside classes during office hours. Course load may differ depending on the appointed rank.

(3) Gather and manage various types of legal information on Japanese law in English.
(4) Coordinate academic events, including interaction with guest lecturers from overseas.
(5) Other duties as GSL deems necessary.

5.Application Materials

Please submit the following documents using the form.

https://my.waseda.jp/application/noauth/application-detail-noauth?param=YDAHDtmuYDYIEI9ELoOF4A

(1) C.V.*1
(2) Research history *2(list of publications from most to least recent, separated into books, articles, international conference papers, etc.)
[*1,2: Please download the format from the following URL.]
https://waseda.box.com/v/lawcv
(3) Offprints of no more than 3 representative works from the list above
＊Other achievements (research paper, etc.) besides 3 representative works are also allowed to be submitted in order for the applicants to prove their qualification.
(4) Graduation certificate of highest degree obtained
(5) Undergraduate and Master's program transcripts
(6) Recommendation letter (optional)
(7) My Aspirations for Education in the "LL.M. Program"
(8) Research Plan for the "LL.M. Program"
(9) Draft Syllabus for the Course Titled "Legal Research and Writing" (14-Class Schedule)

6. Notes upon Applying

(1) Application materials will not be returned.
(2) The applicant is responsible for all expenses, including postage travel for interviews.
(3) Additional application materials may be requested.
(4) Any personal information gathered by GSL will be handled strictly per Waseda University regulations and used solely for hiring purposes.

7. Application Deadline

March 31, 2027 (Wed), 5:00p.m./JST
*All required documents must be received by the GSL office no later than the designated deadline.

8. Selection Method

(1) First round: Document screening
*Applicants will be informed of the first-round results by April 9 (Fri) through the email address provided on their c.v.
(2) Second round: Interview (April 21, 2027 [Wed])

* Applicants will be informed of the interview results by June 30, 2027 (Wed) through the email address provided on their c.v.

9. Inquiries

Waseda University Faculty of Law Office
(4th floor, Building No. 8, Waseda Campus)
1-6-1 Nishiwaseda, Shinjuku-ku, Tokyo, Japan 169-8050
E-mail: gradlaw@list.waseda.jp
*Inquiries are accepted by email only (no phone calls). GSL will not field inquiries regarding hiring criteria and the selection process.

10. Notes on Duties

(1) The selected candidate is expected to make this appointment at Waseda University their primary occupation.
(2) Duties will generally be carried out on the campuses of Waseda University.

11. Work Hours

Work days and work hours (start time, end time, break time) will be determined by Waseda University regulations. "Specialized-Type Discretionary Labor System" (working hours will be deemed as 8 hours per day) shall be in effect; due to the nature of a research position, time allocation and work methods will be left to the individual's discretion.

12. Salary and Benefits

(1) Salary: Determined by Waseda University regulations. Bonuses and allowances will not be provided.
(2) Commuting allowance: Provided per Waseda University regulations.
(3) Severance/retirement benefits: Not provided.
(4) Social insurance: National Employees' Pension, Health Insurance, Workers' Compensation Insurance, and Employment Insurance will be provided.
(5) Days off: Saturday, Sunday, year's end and new year's, national holidays, days off in lieu of days on which classes are held on a national holiday, and the anniversary of the university's founding. However, this excludes days on which the university has determined in advance that classes will be held.
(6) Leave: Provided per the Labor Standards Act and other statutes, and as determined by the university.

“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..”

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

“Waseda University has established a dedicated help desk to prevent various forms of harassment, including harassment related to job hunting and similar activities.

If you have been a victim of harassment during job hunting or similar activities, please contact the consultation desk listed below.

[Harassment Consultation Desk]

https://www.waseda.jp/inst/harassment/counseling/desk

*For details, including the definition of harassment, please refer to the “Guidelines for the Prevention of Harassment at Waseda University.”

[Waseda University Guidelines for the Prevention of Harassment]

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

Specific examples of harassment against job seekers and others are listed below.

https://www.waseda.jp/inst/harassment/about/faq”