Application Guidelines for a Tenured English Faculty Position
Faculty of Law, Waseda University

Waseda University Faculty of Law invites applications to join our English-teaching faculty as an Associate Professor or Assistant Professor (with tenure). We welcome applicants engaging in interdisciplinary research that involves the humanities and social sciences, and especially the natural sciences and/or technology. The ideal candidate is passionate about teaching both academic English and subjects related to their field of expertise in English. Candidates who can also teach courses related to their research specialization in Japanese are especially welcome.

1 Job Description

A Courses to Be Taught

English language courses / seminar courses as part of the submajor program / general education courses

B Administrative Responsibilities

Administrative responsibilities as required by the School of Law, the Faculty of Law, and the university

2 Number of Positions

One

3 Rank

Associate Professor or Assistant Professor

4 Date of Appointment

1 April 2028

5 Salary and Benefits

(1) Work Hours: work days, work hours (starting and ending times, breaks), etc., will be according to Waseda University regulations. For research, the Discretionary Labor System for Professional Work (working hours will be deemed as 8 hours per day) applies; how the work is carried out and time allocated will be left to the individual's discretion.

(2) Salary: Provided in accordance with university regulations

(3) Days off: Saturday, Sunday, year-end and New Year holidays, national holidays (excluding national holidays designated in advance by the university as workdays), days to make up for national holidays designated by the university as workdays.

(4) Vacation: as determined by laws such as the Labor Standards Act and by the university.

(5) Retirement age: 70 years old

6 Place of Work

In principle, the campuses of Waseda University

7 Qualifications

The applicant must meet all the requirements below.

(1) Ph.D. (in hand or expected by the time of appointment) or equivalent.

(2) Candidates can specialize in any academic field. We particularly welcome candidates who can teach interdisciplinary general education courses involving the natural sciences and/or technology.

(3) Experience holding a full-time faculty position at a university

(4) The candidate must have a high level of Japanese and English proficiency to carry out all teaching and administrative duties.

8 Application Documents and Submission Procedure

(1) Waseda University Curriculum Vitae Form (including Education and Research Achievements)

* Download the document from the link below and complete in Japanese.
https://waseda.app.box.com/v/lawcv

(2) Personal statement outlining your vision of English education and interdisciplinary teaching involving the natural sciences/technology as it pertains to the education philosophy of the School of Law (see https://www.waseda.jp/folaw/law/about/policy/) as well as your future research plans (no more than one A4 page; free format)

* One copy each in English and in Japanese

* All documents must be created solely by the applicant without the help of translation software, AI, and/or translators.

(3) Original copy, photocopy, or scanned copy of principal publications (no more than five)

(4) Abstracts for (3) (no more than one A4 sheet for each)

* Either in English or Japanese

(5) Documents to verify all the publications in the CV

* This could be scanned copies of the journal title page, colophon, and table of contents.

(6) Scanned copy of diploma of highest degree

(7) Reference 1 person

* Name, affiliation, position, and email address

(8) 1 Recommendation letter

* This should not be by the same referee as (7).
* The letter should be signed and scanned; if possible, it should be on institutional letterhead and be sent from an institutional email account.
* Either in English or Japanese

§ Upload documents (1) – (7) all together to the following submission form.
https://my.waseda.jp/application/noauth/application-detail-noauth?param=hZt-QqgQaTn-uwF25ML0Mw
The referee should send (8) directly to Law-apply-English@list.waseda.jp
The subject heading of the email should be "School of Law Tenured English Faculty Recruitment Recommendation Letter [Name of Applicant]" or「法学学術院英語担当専任教員公募推薦状[Name of Applicant]」.

§ If (3) needs to be sent by post, write in red ink on the envelope,「法学学術院英語担当専任教員応募書類」, and send as registered mail.

§ Submitted documents will not be returned. If you send original copies for (3) and would like them returned, include a self-addressed and stamped envelope.

9 Application Period

27 November 2026 (Fri.) to 5 April 2027 (Mon.) 8AM (JST)

* Documents (3) sent by post must arrive by 5 April 2027 (Mon.).
* Documents arriving after the application period will not be accepted under any circumstances.

10 Screening Schedule

(1) Document Screening

Shortlisted applicants will be notified by email around 30 April 2027 (Fri.).

(2) Interviews

16 May 2027 (Sun.)

Details will be sent to shortlisted applicants along with the results of the document screening. The interviews will be conducted in person on the Waseda campus; the university is unable to reimburse applicants for any expenses incurred.

11 Postal Address

〒169–8050 東京都新宿区西早稲田 1–6–1
早稲田大学法学学術院英語担当教員公募事務局

12 Inquiries

Law-apply-English@list.waseda.jp
Inquiries should be sent in Japanese.
The office CANNOT respond to inquiries made over the phone.
Office Hours: Monday – Friday 9:00 – 17:00
(Office closed on weekends and public holidays)

* Any personal information submitted will be used for screening purposes only. Information submitted by the applicant who 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 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 not allowed on Waseda campuses other than in designated outdoor smoking areas.

* To prevent harassment in job-seeking and related activities, as well as other forms of harassment, Waseda University has established dedicated consultation services. If you experience harassment in connection with job-seeking or related activities, please contact one of the consultation services below.
[Consultation Services for Harassment]
https://www.waseda.jp/inst/harassment/en/counseling/desk
*For details regarding the definition of harassment and related matters, please refer to the Waseda University Guidelines for Preventing Harassment.
[The Waseda University Guidelines for Harassment Prevention]
https://www.waseda.jp/inst/harassment/en/about/guideline
Examples of harassment against job seekers and other similar persons are available below.
https://www.waseda.jp/inst/harassment/en/about/faq