

Faculty of Political Science and Economics, Waseda University

Recruitment Information

Outline	The Faculty of Political Science and Economics, Waseda University (Tokyo, Japan), is currently recruiting a professor or an associate/assistant professor to conduct lectures in English in conjunction with the Project for Establishing Core Universities for Internationalization (Global 30). This project, made possible by funding from the Ministry of Education, Culture, Sports, Science and Technology (MEXT), involves establishing and improving systems to offer academic courses conducted in English and enhance services for international students.
Courses to teach	Formal Political Analysis Quantitative Political Analysis Normative Political Theory
Institution	Waseda University
Institution URL	http://www.waseda.jp/seikei/seikei/english/index-e.html
Faculty	Faculty of Political Science and Economics
Institution type	Private University
Title	Professor / Associate Professor / Assistant Professor
Term and conditions of employment	<ul style="list-style-type: none">• The Faculty of Political Science and Economics, Waseda University (Tokyo, Japan), is currently recruiting a full-time (non-tenured) professor or an associate/assistant professor to conduct lectures and perform related duties in the EDESSA (English-based Degree Studies September Admission) Program.• The term of the contract of employment lasts until 20th September, 2016.• The conditions of employment shall be subject to renewal after each academic year.
Work area	Kanto Area: Tokyo
Address	1-6-1 Nishi Waseda Shinjuku, Tokyo 169-8050, Japan
Number of positions	1 position from among the 3 courses listed above
Qualification	Doctoral degree / equivalent professional accomplishment
Working conditions	(1) Teaching load: 4 class periods (1 class period: 90 minutes) per week for 15 weeks in each semester. Note: The Faculty has a 2-semester system (spring and fall). (2) Required to be at the university 4 days a week, and work 8 hours a day on average. (3) Required to conduct the following duties in the EDESSA Program at the School of Political Science and Economics, Graduate School of Political Science, and Graduate School of Economics: a) Conduct lectures in English. b) Develop teaching materials and educational tools for the program. c) Perform other necessary duties related to the program. d) Conduct research in the field of specialization.
Salary	(1) Based on Waseda University Regulations [Typically, approx. ¥430,000 per month (age 35), ¥520,000 (age 40), ¥600,000 (age 45) to ¥660,000 (age 50).] (2) Summer bonus and year-end bonus. Each bonus is equivalent to one month's salary (before tax). Note: In order to receive the bonuses, one must work from 1 April to 31 July (summer bonus) and 1 October to 31 January (winter bonus).
Arrival Reimbursement	After arriving, travel fees and an amount of up to 500,000 yen for moving fees (packing materials, moving company fees, fees incurred from sending luggage domestically or overseas, unpacking fees) will be reimbursed as based on the conditions set by the university. Note: This does not cover travel expenses to come to Japan to take the interview.
Others	(1) Individual research allowance of ¥211,500, academic conference business travel subsidy of ¥90,000, and international academic conference travel subsidy of ¥110,000 per year will be given by the university. (2) Personnel costs will be partly funded from the budget for the project for Establishing Core Universities for Internationalization (Global 30) by MEXT. (3) Research activities subsidized by external funds such as the Grant in Aid for Scientific Research of the Japan Society for the Promotion of Science (JSPS) should be conducted outside of working hours as stipulated in the working conditions.
Starting date	September 2013 (Fall Semester)
Deadline for application	April 30, 2013
Application materials	(1) Faculty Employment Application Cover Letter

http://www.waseda.jp/seikei/seikei/english/files/20130305/20130305_Faculty_Employment_Application_Cover_Letter.doc

(2) Curriculum vitae (English or Japanese) with photo and a list of academic/professional accomplishments.

http://www.waseda.jp/seikei/seikei/english/files/20110301/00000000_english_cv_template.doc

[English]

http://www.waseda.jp/seikei/seikei/english/files/20110301/00000000_japanese_cv_template.doc

[Japanese]

(3) Proof of award of a doctoral degree (copy of a diploma or a transcript)

(4) 6 photocopies and/or offprints of three major publications (books, academic papers, etc.)

Note: If you choose to send a book, 2 copies of the book can be sent instead of 6 photocopies.

(5) 6 copies of each outline of the three publications

(6) 6 copies of a research and a teaching plan

(7) Contact information of 1 or 2 reference person/s who are knowledgeable about your research and accomplishments

Selection procedure

- Document screening
- Interviews
- Applicants will be informed of the results by May 31, 2013.

Contact details

Prof. Seishi Sato, Senior Dean
Faculty of Political Science and Economics
Waseda University
1-6-1 Nishi Waseda
Shinjuku, Tokyo 169-8050, Japan

Note: • On the envelope, please write in red "Application Documents for Faculty Position."

- All documents must be sent by registered mail.
- The documents submitted will not be returned.

Inquiries should only be made by postal mail, fax, or email to:

EDESSA Personnel Section
Faculty of Political Science and Economics
Waseda University
1-6-1 Nishi Waseda
Shinjuku, Tokyo 169-8050, Japan
Fax: +81-3-3204-8957
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