

Faculty of Political Science and Economics, Waseda University

Faculty Recruitment Information

(English-based Degree Program (East Asian Studies))

Waseda University, a long-established private university located in central Tokyo, invites applications for one full-time **tenured or tenure-track position** in the Faculty of Political Science and Economics. The successful applicant will be expected to teach on the Faculty's English-based degree (EDESSA) program. We particularly welcome applications from those who are enthusiastic about improving mutual understanding among East Asian nations. The appointments will be made at the rank of either Professor or Associate/Assistant Professor and run from April 2015.

Candidates must meet the following requirements:

- (1) Be competent to teach at least one of the courses listed below at both the undergraduate and postgraduate level:

East Asian Studies, International Relations, Comparative Politics

- (2) Be competent to handle communication in another language (or other languages) besides English, such as Japanese and/or Chinese.
- (3) Hold a doctoral degree or equivalent professional accomplishment.

Preference will be given to those with prior full-time teaching experience of relevant courses in English.

Working Conditions:

- (1) The salary will be determined based on the University salary table, of which candidates will be informed in the second round of interviews.
- (2) Teaching load: Approximately 6 class periods (1 class period: 90 minutes) per week for 15 weeks in each semester.

Note: The University has adopted a 2-semester (spring and fall) academic calendar.

- (3) Required to be at the University 4 days a week, working 8 hours a day on average.
- (4) An individual research allowance of ¥210,000 and academic conference travel subsidy of ¥90,000 per academic year will be given by the University. An extra subsidy (¥110,000) is available for conferences outside Japan. (Conditions apply.)
- (5) Required to carry out the following duties at the School of Political Science and Economics, the 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, such as student recruitment and screening.

- d) Conduct research in the field of specialization.
- e) Carry out tasks deemed important by the University.

The deadline for application is August 31st, 2014. Application materials must include:

- (1) A cover letter

Template forms: http://www.waseda.jp/seikei/files/00000000_EDESSA_EAS_Cover_Letter.doc

- (2) Curriculum vitae in English with photo and a list of academic/professional accomplishments

Template forms: http://www.waseda.jp/seikei/files/00000000_english_cv_template.doc

- (3) Summary of educational and academic achievements in English

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

- (5) Six photocopies and/or offprints of 3 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.]

Six copies of an outline for each of the three publications (approx. 300 words in English)

- (6) Some sample syllabuses for courses taught

- (7) Six copies of a research plan for the applicant's main research area and a teaching plan for the courses that can be taught at Waseda

- (8) Two letters of reference by persons familiar with the applicant's research and teaching

Note: To prevent a postal mishap, please enclose two letters of reference in your application materials. If your referees wish to send letters directly (via postal mail or email), please add their contact details to your curriculum vitae.

The selection procedure will include:

- Document screening
- A first interview with the selection committee
- A second interview with the senior dean

Note: Applicants will be informed of the results of the document screening by September 30th, 2014.

The position (whether tenured or tenure track, professor or associate/assistant professor) will be determined by educational and academic achievement, performance in the selection procedure, and other factors. The successful applicant will be informed of the position decided and its associated salary when the selection procedure is complete.

All the application materials must be sent to:

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 the English-based Degree Program (East Asian Studies)."

-All documents except for letters of reference must be sent by registered mail.

-The documents submitted will not be returned.

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

Edessa Personnel Section

Faculty of Political Science and Economics

Waseda University

1-6-1 Nishi Waseda, Shinjuku, Tokyo 169-8050, Japan

Email: seikei-gakujin@list.waseda.jp

Institution URL: <http://www.waseda-pse.jp/en/>

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.