

## Faculty of Political Science and Economics, Waseda University

### Faculty Recruitment Information

#### (Asian Future Leaders Scholarship Program)

Waseda University, a long-established private university located in central Tokyo, invites applications for one academic coordinator (without tenure, Professor or Associate/Assistant Professor, rank determined according to University regulations) in the Faculty of Political Science and Economics. This position is funded by the Bai Xian Education Foundation, which has provided support for the “Asian Future Leaders Scholarship Program”. The successful applicant will be expected to be responsible for the planning and management of this scholarship program. The period of employment is three years, starting April 2015.

Applicants should have all of the following qualifications: (1) a deep interest in the philosophy of the Asian Future Leaders Scholarship Program, whose aim is to promote intercultural understanding and youthful exchange among study-abroad students from around the Asia-Pacific region who are studying in Japan and China, and an interest in taking responsibility for the development and running of such a program; (2) the ability to teach classes in English (no restriction has been placed on the discipline); (3) a doctoral degree or equivalent higher level of research achievement; (4) advanced communication skills and the ability to use both English and Japanese in a professional work environment.

#### Terms of employment:

(1) The duration of the contract for this position will be April 1, 2015 to March 31, 2018. 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: Maximum 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 in the Asian Future Leaders Scholarship Program 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.

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

The deadline for application is September 30th, 2014. Application materials must include:

- (1) A cover letter

Template forms: [http://www.waseda.jp/seikei/files/00000000\\_AFLSP\\_Cover\\_Letter.doc](http://www.waseda.jp/seikei/files/00000000_AFLSP_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](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) A syllabus for the seminar, "The Future in East Asia."
- (7) Six copies of a research plan for the applicant's main research area and a teaching plan for courses that can be taught at Waseda
- (8) Two letters of references 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 October 31st, 2014.

The position (whether 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 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 Asian Future Leaders Scholarship Program."

-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](mailto: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.