

Faculty of Political Science and Economics, Waseda University
Faculty Recruitment Information
(Research Associate / Assistant Professor [without tenure] “Jokyo”)

Waseda University invites applications for the **positions of Research Associate and Assistant Professor (full time, without tenure) (in Japanese, “Jokyo”)** in the Faculty of Political Science and Economics.

1. Number of positions

Six positions

2. Starting date and duration of employment

Expected starting date: April 1, 2018

Duration: Three years from the starting date of employment (with no option for extensions or reassignments)

Regardless of job title, if an employment contract with the university has existed at any time since April 1, 2013, the period of employment and the possibility of reappointment itself may differ from the above description.

3. Place of work/ Duty Hours / Holiday, Leave

(1) Place of work

In principle, place of work will be at a Waseda University Campus.

(2) Duty hours

Scheduled working days and working hours (when you start/finish, rest periods) are based on the university regulations. The discretionary labor system for professional work will be applied to research work. Considering the nature of research work, working hours and the way to proceed with work are at the discretion of Assistant Professor (without tenure).

(3) Holiday

Holidays are set in accordance with the Waseda University Regulations as such Saturdays, Sundays, New Year Holidays, National Holidays, Substitute holidays (instead of the national holidays on which you work in a year.) and University Anniversary (excluding the days on which the University decided to have classes).

(4) Leave

Leaves are provided in accordance with Labor Standards Act, and (1) New Year's holidays and (2)

summer holidays are also University holidays.

4. Conditions

(1) Salary

Salary will be paid in accordance with the University regulations. The salaries of Research Associates and Assistant Professors (without tenure) “Jokyo” are the same. However, for Assistant Professors (without tenure) “Jokyo,” an extra services allowance will be paid in accordance with the number of courses taught. (For more details, please refer to “5. Duties and Responsibilities,” below.)

(2) Allowances / Commuting expenses

Allowances and commuting expenses will be paid in accordance with the University regulations

(3) Retirement payment: none

(4) Social insurance: Employees’ pension, Health insurance, Workmen’s compensation insurance, Employment insurance.

5. Duties and Responsibilities

Research Associate:

In addition to individual research activities, the following duties are to be undertaken: editorial tasks for “The Waseda Journal of Political Science and Economics” and other journals of the Faculty; tasks related to entrance examinations, regular exams, symposia, and research activities in research institutes of the Faculty; and engaging in lectures, seminars, and research activities of the Faculty.

There may be other duties assigned by the Faculty, as appropriate.

Assistant Professor (without tenure) “Jokyo”:

Assistant Professor (without tenure) “Jokyo” can teach up to 2 courses per week or 8 credit-based courses throughout the academic year, in addition to the duties outlined above. At Waseda University, the academic calendar consists of two 15-week semesters. Fifteen lectures/seminar sessions, each lasting for 90 minutes, make a two-credit course. The university will pay JPY 12,000 per month as an extra services allowance for 90 minutes teaching per week.

(If you teach part of a course, the amount will be decided in accordance with your teaching load.)

6. Requirements

Candidates must meet the following requirements and be able to start working from April 1, 2018:

Research Associate:

- (1) To be at the Graduate School of Political Science or Graduate School of Economics as a doctoral student for more than a year, as of April 1, 2017

- (2) Have not already worked as a research associate (except for Visiting Research Associate) at Waseda University (including research institutes and centers)

Assistant Professor (without tenure) “Jokyo”

- (1) Hold a doctoral degree **either from Graduate School of Economics or Graduate School of Political Science at Waseda University** or expect to obtain a doctoral degree **from the same schools** before March 31, 2018
- (2) Be able to give lectures and conduct seminars in either Japanese or English

Notes:

- (1) Applicants for Assistant Professor (without tenure) “Jokyo” can simultaneously apply for positions as Assistant Professor (without tenure) “Koushi-Ninkitsuki,” which has different conditions, duties, and responsibilities from Jokyo.
- (2) A successful candidate for Research Associate who is awarded a doctoral degree and submits a certificate of degree conferral by March 31, 2018, will be hired as Assistant Professor (without tenure) “Jokyo.”
- (3) A successful candidate for Assistant Professor (without tenure) “Jokyo” who fails to acquire a doctoral degree by March 31, 2018, will be hired as Research Associate.

7. Application procedure

Applications must be submitted online via the following website:

https://www.wasedapse.jp/en/fpse2/eng_input.php

- (1) For Application Category, select either “2018 年度 助手 (Research Associate)” or “2018 年度 助教 (Assistant Professor (without tenure) “Jokyo”)”
- (2) Fill out the Web Application Form in either Japanese or English.
- (3) Attach PDF files of the application materials listed below to “Application Documents” on the Web Application Form.

8. Application Materials

Each item must be attached to the designated section of the Web Application Form, as outlined below.

- (1) Completed Application Form (please use the template form)

-> [(1) Application Form / Cover Letter]

(2) Completed Curriculum Vitae (please use the template form)

-> [(2) Curriculum Vitae with a list of academic/professional accomplishments]

(3) List of academic/professional accomplishments and Statement on Research
(please use the template form)

-> [(3)- Additional application material 1]

(4) Transcript of Master's and doctoral degree program

-> [(3)- Additional application material 2]

(5) (For those who already hold a doctoral degree) Proof of award of a doctoral degree (copy of a diploma or a transcript)

-> [(3)- Additional application material 3]

(6) A photocopy and/or offprint of up to three major publications, with a summary (approximately 500 words) for each

A Master's or doctoral dissertation may be counted as one of the three major publications.

-> [(3)- Additional application material 4]

Each template can be downloaded from the URL below.

<https://www.waseda.jp/fpse/pse/news/2017/08/07/7803/>

9. Application Deadline

September 11, 2017 (Application materials must be submitted by 13:00 Japan Standard Time, or UTC +09:00.)

10. Selection Procedure

The selection procedure will include:

- Document screening

- An interview with the selection committee that includes a research presentation

(The date of the interview will be announced in due course to successful applicants.)

Notification of the selection results is expected in late December 2017.

11. Inquiries

Inquiries should be made only by email to:

seikei-gakujin(atmark)list.waseda.jp

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

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.