

Faculty of Political Science and Economics, Waseda University  
Faculty Recruitment Information  
(Assistant Professor [without tenure])

Waseda University, a long-established private university located in central Tokyo, invites applications for the **position of Assistant Professor (full time, without tenure) (in Japanese, “Koushi-Ninkitsuki”)** in the Faculty of Political Science and Economics. We seek individuals who wish to participate actively in education and research at the Faculty.

1. Number of positions

Several positions across Political Science, Economics, and Journalism in the Faculty of Political Science and Economics, Waseda University

2. Starting date and duration of employment

Expected starting date: April 1, 2019

Duration: Two years from the starting date of employment

At the end of this two-year period, taking into account such factors as education, research and work performance, Assistant Professor (without tenure) may be reappointed for another year. However, the combined period of employment must be completed by March 31, 2022.

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 each faculty member.

(3) Holidays

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) Leaves

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

#### 4. Compensation

(1) Salary: it will be paid according to the Waseda University Regulations.

(2) Retirement payment: none.

(3) Social insurance: Employees' pension, Health insurance, Workmen's compensation insurance, Employment insurance.

#### 5. Duties and Responsibilities

(1) To teach three or four courses per year.

A course per year breaks down to 30 lecture / seminar sessions, each lasting for 90 minutes. At Waseda University, the academic calendar consists of two 15-week semesters.

(2) To engage in collaborative and individual research activities at the Faculty.

(3) To undertake other duties assigned by the Faculty.

<Possible courses to be taught by an Assistant Professor>

1. Courses in Political Science (Study of Politics, etc.).

2. Courses in Economics (Study of Economics, etc.).

3. Courses in Journalism/Media offered at Graduate School of Political Science (Courses in Applied Journalism/Media Studies and Internship)

4. Introductory seminar courses on basic academic skills for undergraduates.

Advanced courses in Political Science, Economics or Journalism that fit the expertise of the successful applicant (including courses offered by the Graduate School of Political Science and the Graduate School of Economics)

For syllabi of the courses offered by the Faculty, please see the URL below.

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

## 6. Requirements

Candidates must meet the following requirements:

- (1) Hold a doctoral degree or expect to obtain a doctoral degree before February 28, 2019.

Each successful applicant must submit either a photocopy of the original degree certificate or a document/letter issued by the academic institution confirming the degree awarded. Failure to do so by February 28, 2019, will result in the applicant being disqualified.

- (2) Be able to give lectures and conduct seminars in either Japanese or English.

Note:

This document is for the recruitment of an Assistant Professor (without tenure), in Japanese, “Koushi-Ninkitsuki.” Please note that Waseda University has another Assistant Professor (without tenure) position called “Jokyo” in Japanese. Each has different conditions, duties, and responsibilities. The “Jokyo” position is open to those who have studied in the doctoral program at the Graduate School of Political Science or the Graduate School of Economics, or the Graduate School of Public Management of Waseda University for more than a year, and has acquired a doctoral degree from one of the schools above or any other school or university. For the Assistant Professor (without tenure) “Jokyo” position, please refer to the following website:

<https://www.waseda.jp/fpse/pse/news/2018/08/07/9164/>.

## 7. Method of Application

Applications must be submitted online via the following website:

[https://www.wasedapse.jp/en/fpse2/eng\\_input.php](https://www.wasedapse.jp/en/fpse2/eng_input.php)

- (1) For the “Application Category,” select “2019 年度 講師（任期付）(AY2019 Assistant Professor (without tenure) “Koushi-Ninkitsuki”).”
- (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

Note: Each “->[ ]” designates the section on the Web Application Form to which the material must be attached.

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

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

- (2) Completed Curriculum Vitae (please use the template form), including a list of academic/professional accomplishments

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

(3) Statement on Research (please use the template form)

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

(4) Document certifying completion of a doctoral degree

Degree holder: Proof of award of a doctoral degree (copy of a diploma or a transcript)

Degree candidate: A document/letter which confirms that a doctoral degree is expected to be awarded before February 28, 2019.

Every effort should be made to have the expected award date authorized by the academic institution or your research supervisor.

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

(5) A photocopy and/or offprint of up to three major publications, with a summary (approximately 500 words) for each. A doctoral dissertation may be counted as one of the three major publications.

-> [(3)- Additional application material 3, 4, 5]

Each template can be downloaded from the URL below.

<https://www.waseda.jp/fpse/pse/news/2018/08/07/9163/>

Candidates should also arrange a letter of recommendation from the applicant's supervisor or a member of the faculty at the applicant's academic institution who can comment on the applicant's abilities and achievements. The letter should be submitted via email, or standard mail to the address indicated below by the deadline. Should your reference send the letter via email, we ask that the letter be emailed from his or her professional affiliation. Reference letters should be sent to:

Prof. Koichi Suga, Dean

Attn: Application for Assistant Professor (Without tenure) "Koushi-Ninkitsuki"

Faculty of Political Science and Economics

Waseda University

E-mail: [seikei-gakujin@list.waseda.jp](mailto:seikei-gakujin@list.waseda.jp)

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

\* A letter of recommendation is waived for applicants who have obtained a doctoral degree from any of the Faculty's three graduate schools (the Graduate School of Political Science, the Graduate School of Economics, and the Graduate School of Public Management).

#### 9. Application Deadline

September 14, 2018 (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 (The result of this screening to be communicated to candidates by the end of October 2018)
- An interview with the selection committee that includes a mock lecture and/or academic research presentation

Notification of the selection results is expected in late December 2018.

#### 11. Inquiries

Inquiries should be made only by email to:

[seikei-gakujin@list.waseda.jp](mailto:seikei-gakujin@list.waseda.jp)

Institution URL: <https://www.waseda.jp/fpse/pse/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.*