

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

Five positions

2. Starting date

Starting date: April 1, 2021

3. Duration of employment

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 may differ from the above description.

4. Salary/ Working Conditions

(1) Salary and allowances

Salary and allowances will be paid in accordance with the regulations of the University. 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) 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 Saturdays, Sundays, New Year's holidays, legally recognized public holidays, and compensatory holidays appointed by the University for holding classes on public holidays and the anniversary of the University's founding. Holidays prescribed as working days determined by the

University in advance will be excluded. There may be cases where classes and other types of FPSE work will be scheduled on holidays. Employees may take compensatory holiday(s) for those occasions.

(4) Leaves

Leave is determined by the Labor Standards Act and other related laws, including days that are designated by the University as leave days.

(5) Social insurance

Employees shall join schemes for employee's pension, health insurance, labor insurance, and 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, 2021:

Research Associate:

- (1) To be at the Graduate School of Political Science or Graduate School of Economics or Graduate School of Public Management as a doctoral student for more than a year, as of April 1, 2020. Research Students including who are going to be one from the fall semester in this academic year cannot apply for this position. Also, those who already have a Ph.D degree cannot apply for this position.

- (2) Have not already worked as a Research Associate (except for Research Associate “Kenkyu-joshu”) at Waseda University (including research institutes and centers).
- (3) Be able to perform the tasks listed on “5. Duties and Responsibilities” in Japanese if Japanese is not first language.

Notes:

- (1) Applicants for Research Associate who expects to obtain a doctoral degree before February 28, 2021 can simultaneously apply for Assistant Professor (without tenure) “Koushi-Ninkitsuki”.
- (2) A successful candidate for Research Associate who is awarded a doctoral degree and submits a certificate of degree conferral by February 28, 2021, will be hired as Assistant Professor (without tenure) “Jokyo.”

Assistant Professor (without tenure) “Jokyo”

- (1) Have studied in the doctoral program at the Graduate School of Political Science or Graduate School of Economics or 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.
- (2) Be able to give lectures and conduct seminars in Japanese
- (3) It is desirable to be able to give lectures and conduct seminars in English.
- (4) Have not already worked as a Research Associate (except for Research Associate “Kenkyu-joshu”) or an Assistant Professor (without tenure) “Jokyo” at Waseda University (including research institutes and centers)

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 “2021 年度 助手 (Research Associate)” or “2021 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 make sure to use the template form)
-> [(1) Application Form / Cover Letter]
- (2) Completed Curriculum Vitae (Please make sure to 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 make sure to 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 applicant for Assistant Professor (without tenure) "Jokyo") 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.
A Master's or Doctoral dissertation may be counted as one of the three major publications.
-> [(3)- Additional application material 4]
- (7) Summary (approximately 500 words) for each major publication (Free format)
-> [(3)- Additional application material 5]

Each template can be downloaded from the URL below.

<https://www.waseda.jp/fpse/pse/news-en/2020/08/03/12159/>

9. Application Deadline

September 10, 2020 (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 and so on.
(The date of the interview will be announced in due course to successful applicants.)

Notification of the selection results is expected in late December 2020.

11. Inquiries

Inquiries should be made only by email to:

seikei-gakujin@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.