

Faculty of Political Science and Economics, Waseda University
Faculty Recruitment Information in Political Methodology

The Faculty of Political Science and Economics at Waseda University invites applications for a tenure-track or tenured position in Political Methodology to begin in the spring of 2023.

Waseda University, founded in 1882, is a leading private research university located in central Tokyo. As part of its globalization efforts, the Faculty of Political Science and Economics (FPSE) has been offering degree programs in English for both undergraduate and graduate students since 2010, in addition to degree programs in Japanese. The programs provide diverse and dynamic academic opportunities for talented students from all around the world.

1. Affiliation:

The Faculty of Political Science and Economics, Waseda University

2. Field:

Political Methodology

3. Teaching responsibilities:

The successful candidate will teach courses in political methodology, including Political Methodology and related seminars for the Graduate School of Political Science (Master and Doctoral Program) as well as Statistics I and II for the undergraduate English-based Degree Program (EDP) at the School of Political Science and Economics, and other related topics in the FPSE.

4. Qualifications:

Applicants must have the following qualifications:

- (1) Evidence of a strong research profile in empirical studies in political science
- (2) Ability to teach courses in English (high proficiency in English)
- (3) Holding a doctoral degree or expecting to obtain it by the time of appointment
- (4) Ability to teach at least one of the introductory methodology courses, required for the Political Science Major at the Graduate School of Political Science
- (5) Teaching experience in relevant courses at the university level is desirable

5. Number of positions:

One

6. Position rank and title:

Professor (tenured), Associate Professor (tenured), Associate Professor (Tenure-track), or Assistant Professor (Tenure-track)

The position rank is determined by such factors as the applicant's academic and research record, as well as evaluation during the screening process, and will be informed at the final interview with the FPSE's dean and other executive committee members.

General Idea of Tenure-Track Positions at FPSE: (Detailed information will be provided after the second round of selection.)

A tenure-track position at FPSE shall be appointed either as Assistant Professor (tenure-track) or Associate Professor (tenure-track), for three years in the first term, followed by two years of reappointment and an additional two years of reappointment, for a total of up to seven years.

As a general rule, the interim review shall be carried out in the second semester of their third year (sixth semester) following their appointment and completed within their first three-year term on the tenure track. When a tenure-track faculty member passes the interim review, their first reappointment of two years shall be confirmed before the end of the initial appointment (three years).

By default, the final review shall be carried out in the second semester of their fifth year (tenth semester) and completed by the end of the fifth year on the tenure track. When the tenure-track faculty member passes the final review, the faculty member will become a tenured faculty member from the following semester. The second reappointment of two years may be granted to the tenure-track faculty member who fails the final review. The tenure-track faculty member may request an interim review or a final review at any time in or after the second semester of their second year (fourth semester) following their appointment.

If you have had an employment contract with Waseda University regardless of job title since April 1, 2013 and there is no period of at least six months without an employment contract with Waseda University to the scheduled start of this position,

in principle, there is a limit to the duration of your employment contract. Therefore, the above may not be applied to the applicant.

7. Working conditions:

- Salary, allowances and commuting expenses are commensurate with qualifications and based on Waseda University pay scales.

- Work place will be Waseda University's campus in principle.

- 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 are at the discretion of each faculty member.

- 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. For the academic calendar of the university, please see the URL below.
<https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar>

- Leaves

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

- Social insurance

Pension, health insurance, labor insurance, and employment insurance are provided based on University's rules.

- Research Fundings

Individual research allowance: 210,000 yen (per year)

Academic conference traveling subsidies: 90,000 yen (per year)

International academic conference traveling subsidies: 110,000 yen (per year)

Other competitive research funds are available at Waseda University.

- Retirement benefits

Tenured Professor and tenured Associate Professor will be paid in accordance with the University's rules.

No retirement benefits will be provided to Associate professor (tenure-track) and Assistant Professor (tenure-track). However, if they continue to serve as a tenured faculty member after the term as a tenure-track faculty member, retirement benefits will be provided in accordance with the regulations of the University. The period of service for calculating the retirement benefits as a tenured faculty member is counted from the date of appointment as an Associate Professor (tenure-track) or Assistant Professor (tenure-track).

8. Appointment begins April 1, 2023 (or a mutually-agreeable date thereafter)

9. Instructions to Applicants

All application materials must be submitted electronically via the following link:

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

On the web application form, please select “Political Methodology” position in the “Application Category.” At the “References” section, please submit the contact information of two references (we may ask them to send us a letter of recommendation).

All application materials must be submitted in PDF format in the appropriate section of the “Application Documents.”

Please read "Notes for using the Web Application Form" found at the link below before filling the Web Application Form.

https://www.waseda.jp/fpse/pse/assets/uploads/2020/01/20200128_Notes-for-using-the-Web-Application-Form.pdf

Templates for the cover letter and curriculum vitae are available at the link below.

<https://www.waseda.jp/fpse/pse/news-en/2022/03/28/15284/>

Along with the online application, please attach:

- 1) A cover letter with your contact information

Fill in the cover letter template on the application website and upload it to “(1) Application Form/Cover Letter.”

- 2) A curriculum vitae with a list of academic/research accomplishments.

Upload your CV to “(2) Curriculum vitae with a list of academic/research accomplishments.” (Templates are available, but you may submit your own formatted resume.)

- 3) Research statement

In about 1000 words, describe your past research and future research plans. You may use any format you wish.

Upload this statement in PDF format to “(3) Additional application material 1.”

- 4) Statement of Teaching Philosophy

In about 1000 words, describe your teaching philosophy and (if applicable) teaching experience in the field of quantitative political analysis. You may use any format you wish. In addition, please submit the results of your course evaluation and any other evidence of your teaching ability (if applicable).

Combine them into a single PDF file and upload it to “(3) Additional application material 2.”

- 5) Writing sample (three major academic works)

Please submit your three major academic works (e.g., articles or manuscripts). Combine them into a single PDF file and upload it to “(3) Additional application material 3.”

Should you wish to submit hard copies of your work (books, book drafts, etc.), please send them by a (traceable) registered postal mail no later than the application deadline. Please note that the documents submitted to us will not be returned.

The postal address is as follows:

Attn: Application for Faculty Position in Political Methodology
Faculty of Political Science and Economics, Waseda University
1-6-1 Nishi Waseda, Shinjuku, Tokyo 169-8050 Japan

6) Summary of your three major academic works:

Provide a summary of each work in approximately 300 words in English. The format is free. Please submit all three summaries in a single PDF file to “(3) Additional application material 4.”

7) Proof of the award of a doctoral degree (e.g., a copy of diploma or a certificate of degree conferral)

Please upload it to “(3) Additional application material 5.”

Prospective doctoral students should instead submit a letter (preferably from their home institution or academic advisor) certifying/explaining that they expect to receive their doctoral degree by March 31, 2023.

Failure to submit a copy of the doctoral degree conferment certificate or degree certificate by the date of appointment will result in disqualification.

When uploading each file to the relevant section, please name each file as follows.

Your document	File name	Uploading category
1) Cover letter (The prescribed form)	01_YOURLASTNAME. pdf	(1) Application form/Cover letter
2) CV	02_cv_YOURLASTNAME. pdf	(2) Curriculum vitae
3) Research Statement	Research_YOURLASTNAME. pdf	(3) Additional application material 1
4) Teaching Statement	Teaching_YOURLASTNAME. pdf	(3) Additional application material 2
5) Three works	Work_YOURLASTNAME. pdf	(3) Additional application material 3
6) Summary of the three works	Summary_YOURLASTNAME. pdf	(3) Additional application material 4
7) Document regarding your doctoral degree	Degree_YOURLASTNAME. pdf	(3) Additional application material 5

Please insert your last name where it says “YOURLASTNAME” in the above file names.

After your application is successfully submitted, you will receive an automatic reply titled “Notification of completion of registration (Waseda University)” to the email address you entered in the Web Application Form. Please be sure to check that all the information you submitted and documents you uploaded are displayed correctly.

10. Application deadline

Deadline for applications is Tuesday, May 31, 2022 at 1:00 p.m. (Japan Standard Time).

11. Selection process

The selection process consists of three stages: the first stage (document screening and shortlisting), the second stage (an interview with the search committee, including a mock lecture and a research presentation in English), and the third stage (an interview with the FPSE's dean and executive committee members).

The results of the first stage of selection will be notified to the applicant. Applicants who pass the first stage will be notified of the schedule for the second stage (including travel arrangements).

12. Inquiries

Inquiries should be made by email. The address is pse-hr-method@list.waseda.jp.

Waseda University is committed to enhancing diversity and inclusion. In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of sex, disability, sexual orientation and gender identity, nationality, ethnicity, creed, and age.