

Faculty of Political Science and Economics, Waseda University  
Faculty Recruitment Information in Social Security and Public Finance

Waseda University, founded in 1882, is a leading private research university located in central Tokyo. As part of the University's globalization initiative, the Faculty of Political Science and Economics (FPSE) has offered English-based degree programs at both the undergraduate and graduate levels since 2010. The programs offer diverse and dynamic academic opportunities to talented students from all around the world.

FPSE invites applications for a position in Social Security and Public Finance, as described below.

1. Affiliation:

The Faculty of Political Science and Economics, Waseda University

2. Field:

Social Security and Public Finance

3. Main courses to be taught:

The successful candidate will teach Social Security and Public Finance for the School of Political Science and Economics (Undergraduate Program) and the Graduate School of Economics (Master and Doctoral Program), and teach seminars for the graduate programs and related topics in FPSE.

4. Qualifications:

- (1) Applicants must have research achievement of theoretical or empirical analysis in Social Security and Public Finance.
- (2) Applicants must be knowledgeable of the challenges of social security systems and related measures in Japan and other countries.
- (3) Applicants must be able to teach the courses stated in “3. Main courses to be taught” in *both* Japanese and English.
- (4) Applicants must have a Ph.D. degree or expect to obtain it by the time of appointment.
- (5) Teaching experience in relevant courses at university level is desirable.

5. Number of position openings:

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. Scheduled start of employment:

April 1, 2023 (Or a mutually-agreeable later date)

9. Application procedure

All applications must be submitted via the following website:

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

On the web application form, choose “Social Security/ Public Finance” in the “Application Category.”

In “References,” provide contact information for two referees whom we may contact.

Please prepare PDF copies of the following documents and upload each document to the relevant sections of “Application Documents.” Please be sure to read "Notes for using the Web Application Form" from the link below before filling in the Web Application Form.

[https://www.waseda.jp/fpse/pse/assets/uploads/2020/01/20200128\\_Notes-for-using-the-Web-Application-Form.pdf](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 from the following website.

<https://www.waseda.jp/fpse/pse/news-en/2022/03/28/15298/>

1) Cover letter with your contact information.

Download the prescribed form from the following website: Fill out the form and upload it to “(1) Application Form/Cover Letter.”

- 2) Curriculum vitae with a list of academic/research accomplishments.  
Upload it to “(2) Curriculum vitae with a list of academic/research accomplishments.”  
Use free format or the prescribed format found on the website.
- 3) Teaching Statement on Social Security  
In about 2,000 words (Japanese) or 1,000 words (English). Free format.  
Upload it to “(3) Additional application material 1.”
- 4) Research Statement on either Social Security or Public Finance  
In about 2,000 words (Japanese) or 1,000 words (English). Free format.  
Upload it to “(3) Additional application material 2.”
- 5) Three major academic works.  
Put them together in a PDF file and upload the file to “(3) Additional application material 3.”  
Should you wish to submit a hard copy of your work (books, book drafts, etc.), please send the material by registered mail to arrive on or before the application deadline. (Please note that the documents submitted will not be returned.)

The address is as follows:

Attn: Application for Faculty Position in Social Security and Public Finance  
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 about 600 characters of Japanese or 300 words of English. The format is free. Upload the summary to “(3) Additional application material 4.”
- 7) [Degree holder] Proof of the award of a Ph.D. degree (copy of a diploma or a certificate of degree conferral): Upload it to “(3) Additional application material 5”.

[Degree candidate] A document/letter which confirms that a doctoral degree is

expected to be awarded before March 31, 2023. Upload it to “(3) Additional application material 5.”

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

A 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 before the appointment starts. Failure to do so will result in the applicant being disqualified.

When uploading each file to the relevant sections, please title each file as follows. Please insert your last name where it says “YOURLASTNAME” in the below file names (e.g. 01\_WASEDA.pdf).

Your document	Name of your document	Upload 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) Teaching Statement	Research_YOURLASTNAME.pdf	(3) Additional application material 1
4) Research Statement	Teaching_YOURLASTNAME.pdf	(3) Additional application material 2
5) Three major works	work_YOURLASTNAME.pdf	(3) Additional application material 3
6) Summary of the three major works	summary_YOURLASTNAME.pdf	(3) Additional application material 4
7) Document regarding your doctoral degree	degree_YOURLASTNAME.pdf	(3) Additional application material 5

When your application has been submitted successfully, you will receive an automatic reply titled “Notification of completion of registration (Waseda University)” to your email address you wrote in the Web Application Form.

Please be sure to check that all the information you submitted and the documents you uploaded are shown in the e mail.

#### 10. Deadline

The deadline is 1 p.m., June 15, 2022 (JST).

#### 11. Recruitment process

There will be three stages to the recruitment process: 1) Shortlisting 2) An interview with the personnel search committee, including a mock lecture and a research presentation in Japanese and/or English. 3) An interview with the FPSE's dean and the executive members of the Faculty.

The result of the recruitment process will be made known to the candidate. The schedule of the second stage including travel arrangement will be made known to candidates who pass the first stage.

## 12. Inquiries

Inquiries should be made only by email. The address is [pse-hr-social@list.waseda.jp](mailto:pse-hr-social@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.