

Faculty of Political Science and Economics, Waseda University
Faculty Recruitment Information in Public Policy/ Political Science

The Faculty of Political Science and Economics at Waseda University invites applications for a tenured position in Public Policy/ Political Science to begin in the spring of 2024.

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

Public Policy/ Political Science

3. Courses to be taught

The successful candidate will teach “Common Basic Courses” and “Specialized Research Courses” for the Global Public Policy (hereinafter “GPP”) Course in the Graduate School of Political Science (In addition to the current Japanese-based degree program, an English-based degree program will start in September 2024. Current program is master’s degree only.), and teach seminars for the graduate programs and related topics in FPSE.

4. Qualifications

- (1) Applicants must have research achievement in the field of Political Science (Public Policy).
- (2) Applicants must have research achievement including empirical analysis.
- (3) Applicants must be able to teach the courses stated in “3. Courses to be taught” in English.
- (4) Applicants must have a Ph.D. degree at the time of application.
- (5) Applicants must be able to teach the courses “Research Methods in Political Science (Empirical Analysis)” which is a required course in the Graduate School of Political

Science.

- (6) Teaching experience in relevant courses at university level is desirable.
- (7) Applicants must be able to develop, coordinate, and formulate the curriculum for the English-based degree program of GPP Course.
- (8) The appointed candidate is expected to learn Japanese language after s/he arrives.

5. Number of positions available

One

6. Position rank and title

Professor (tenured), or Associate Professor (tenured)

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

7. Working conditions

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

- The workplace will, in principle, be on a Waseda University campus.

- Scheduled working days and working hours (starting/finishing times and rest periods) are based on 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>

- Leave

Leave is 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 regulations.

- Research Funding

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 Professors and tenured Associate Professors are paid in accordance with university regulations.

No retirement benefits will be provided to Associate Professors (tenure-track) and Assistant Professors (tenure-track). However, if they continue to serve as tenured faculty members after the term as tenure-track faculty members, retirement benefits will be provided in accordance with university regulations. The period of service for calculating the retirement benefits of 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, 2024 (or a mutually agreed later date)

9. Application procedure

All applications must be submitted via the following website:

https://www.wasedapse.jp/en/fpse1/eng_input.php

On the web application form, choose “Public Policy/ Political Science” 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 the “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

Templates for the cover letter and curriculum vitae are available from the following website: <https://www.waseda.jp/fpse/pse/news-en/2023/03/29/18554/>

1) Cover letter with your contact information

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

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

Upload it to “(2) Curriculum vitae with a list of academic/research accomplishments.”

Use either a free format or the prescribed format found on the website.

3) A Research Statement

In English (approximately 1,000 words). Describe your past research and future research plans. The format is free.

Upload it to “(3) Additional application material 1.”

4) A Teaching Statements

Put followings together into a single PDF file and upload it to “(3) Additional application material 2.”

- A teaching philosophy and (if applicable) teaching experience in the field of Public Policy/ Political Science. In English (approximately 1,000 words). The format is free.
- Plan and aspirations for the implementation of the English-based degree program of GPP Course (*). In English (approximately 1,000 words). The format is free.

(*) About the GPP Course

The Global Public Policy Course focuses on a balance between fairness and efficiency and on sustainability and aims to foster talent who can analyze, evaluate, and formulate public policy from an academic perspective, who can, in particular, take on the task of evidence-based policy making (EBPM) that is grounded in science, and who can, further, hone their skills through practical training and gain both a global perspective and a local, on-the-ground sense of issues.

- The results of your course evaluation and any other evidence of your teaching ability (if applicable)

5) Three major academic works

Put them together into a single PDF file and upload it 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 items submitted will not be returned.)

The address is as follows:

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

6) 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 4.”

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 with a list of academic/professional accomplishments
3) Research Statement	Research_YOURLASTNAME. pdf	(3) Additional application material 1

4) Teaching Statement	Teaching_YOURLASTNAME. pdf	(3) Additional application material 2
5) Three major works	Work_YOURLASTNAME. pdf	(3) Additional application material 3
6) Document regarding your doctoral degree	Degree_YOURLASTNAME. pdf	(3) Additional application material 4

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

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

10. Deadline

The deadline is 1 p.m., May 12, 2023 (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. 3) An interview with the FPSE’s dean and the executive committee members.

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

12. Inquiries

Inquiries should be made only by email. The address is as follows.

pse-hr-pp-ps@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.

[END]