

Faculty of Political Science and Economics, Waseda University  
Faculty Recruitment Information  
(Assistant Professor [non-tenure-track])

Waseda University, a long-established private university located in central Tokyo, invites applications for the **position of Assistant Professor (full time, non-tenure-track) (in Japanese, “Kôshi-ninkitsuki”)** in the Faculty of Political Science and Economics (FPSE). We seek individuals who wish to participate actively in education and research at the Faculty.

1. Number of positions

Political Science/ Journalism: A few positions

Economics : A few Positions

2. Starting date

Starting date: April 1, 2024

3. Duration of employment

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 (non-tenure-track) may be reappointed for another year. However, the combined period of employment must be completed by March 31, 2027.

\*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.

4. Salary/ Working Conditions

(1) Salary and allowances

Salary and allowances will be paid in accordance with the regulations of the University.

(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 (December 31- January 3), 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 (October 21). 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

#### (1) To teach three courses per year.

A course per year breaks down to 28 lectures / seminar sessions, each lasting for 100 minutes. At Waseda University, the academic calendar consists of two 14-week semesters (Spring/ Fall semester).

#### (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 (Topics in Political Science, etc.).
2. Courses in Economics (Topics in Economics, etc.).
3. Courses in Journalism/Media offered at Graduate School of Political Science (Courses in Applied Journalism/Media Studies and Internship, etc.)
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 syllabuses of the courses offered by the Faculty, please see the URL below.

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

### 6. Requirements

- (1) Candidates must hold a doctoral degree or expect to obtain a doctoral degree or expect his/her affiliated institution to make an official decision to award the degree before February 28, 2024. 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 conferral will be approved by such institution by February 28, 2024. Failure to do so by February 28, 2024, will result in the applicant being disqualified.
- (2) Candidates must be able to give lectures and conduct seminars in either Japanese or English.

## 7. Method of Application

Applications must be submitted online including the documents listed in “8. Application Materials” via the following website:

[https://www.wasedapse.jp/en/fpse1/eng\\_input.php](https://www.wasedapse.jp/en/fpse1/eng_input.php)

- (1) For the “Application Category,” select “2024 年度 講師（任期付）(AY2024 Assistant Professor (non-tenure-track) “Kôshi-Ninkitsuki”).”
- (2) Fill out the Web Application Form in either Japanese or English.

## 8. Application Materials

Please prepare PDF copies of the following documents and upload each document to the relevant sections of “Application Documents.” Application materials below must be in either Japanese or English.

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 (common for the both application areas) for the cover letter and curriculum vitae are available from the following website.

<https://www.waseda.jp/fpse/pse/news-en/2023/07/31/19389/>

For the recruitment information of this position and template forms in Japanese (common for the both application areas), please see the link below.

<https://www.waseda.jp/fpse/pse/news/2023/07/31/19383/>

- (1) Completed Application Form (Please make sure to use the template form)

Fill out the form and upload it to “(1) Application Form / Cover Letter”.

- (2) Completed Curriculum Vitae including a list of academic/professional accomplishments (Please use the template form or submit in a free format)

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

- (3) Statement on Research (Please make sure to use the template form)

Fill out the form and upload it to “(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 certificate of degree conferral)

Degree candidate: A document/letter which confirms that your doctoral degree conferral will be approved before February 28, 2024 by the academic institution. Every effort should be made to have the expected award date authorized by the academic institution or your research supervisor.

Upload it to “(3)- Additional application material 2”.

(5) Up to three major publications. Put them together in a PDF file. A doctoral dissertation may be counted as one of the three major publications.

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

(6) Summary (approximately 500 words) for each major publication (Free format)

Upload it to “(3)- Additional application material 4”.

When uploading each file to the relevant sections, please title each file as follows.

Your document	Name of your document	Upload Category
(1) Application Form	01_YOURNAME.pdf	(1) Application form/Cover letter
(2) Curriculum Vitae including a list of academic/professional accomplishments	02_cv_YOURNAME.pdf	(2) Curriculum Vitae with a list of academic/professional accomplishments
(3) Statement of Research	03_statement_YOURNAME.pdf	(3) Additional application material 1
(4) Document certifying completion of a doctoral degree	04_degree_YOURNAME.pdf	(3) Additional application material 2
(5) Up to three major publications	05_work_YOURNAME.pdf	(3) Additional application material 3
(6) Summary for each major publication	06_summary_YOURNAME.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 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 email.

#### 9. Letter of Recommendation

Candidates must also arrange a letter of recommendation in English or Japanese 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 address to “Senior Dean, the Faculty of Political Science and Economics, Waseda University” and have a signature and 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 in PDF (with signature) and emailed from his or her professional affiliation. Reference letters should be sent to:

Senior Dean, Faculty of Political Science and Economics, Waseda University

Attn: Application for Assistant Professor (non-tenure-track) “Kôshi-Ninkitsuki”

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

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

\*Envelope of the letter must be postmarked on or before the deadline date.

\* A letter of recommendation is waived for applicants who have obtained a doctoral degree from any of the FPSE’s three graduate schools, that is, the Graduate School of Political Science, the Graduate

School of Economics, and the Graduate School of Public Management at Waseda University.

#### 10. Application Deadline

The deadline is 1 p.m., September 7, 2023 (JST)

#### 11. Selection Procedure

The selection procedure will include:

- Document screening (The result of this screening to be communicated to candidates by mid-October)
- Online interview with the selection committee that includes a mock lecture and/or academic research presentation

Notification of the selection results is expected in mid-December, 2023

#### 12. 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 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.*