

Faculty of Political Science and Economics, Waseda University  
Faculty Recruitment Information  
(Research Associate)

Waseda University invites applications for the **positions of Research Associate** in the Faculty of Political Science and Economics.

1. Number of positions

Five positions

2. Starting date

April 1, 2024

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.

(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. 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

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.

## 6. Requirements

Candidates must meet the following requirements and be able to start working from April 1, 2024.

- (1) To be at the Graduate School of Political Science or Graduate School of Economics as a doctoral student for more than a year, or as a research student, as of April 1, 2023. Also, those who already have a doctoral 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 and / or English.

### Notes:

- (1) Applicants who expects to obtain a doctoral degree before February 28, 2024 can simultaneously apply for Assistant Professor (non-tenure-track) “Kôshi-Ninkitsuki”.
- (2) If the applicant's doctoral degree is awarded by the Graduate School after the application deadline and the applicant becomes a successful candidate for Research Associate, the applicant will be hired as an Assistant Professor (non-tenure-track) “Jokyo”. In this case, the applicant must submit a certificate of doctoral degree by March 16, 2024. Assistant Professor (non-tenure-track) “Jokyo” can teach up to 2 sessions (One session is for 100 minutes) per week throughout the academic year in addition to the duties outlined in “5. Duties and Responsibilities”. While the salary of Research Associate and Assistant Professor (non-tenure-track) “Jokyo” are same, the university will pay JPY 6,000 per month as an extra services allowance for 100 minutes teaching per week (If you teach part of a course, the amount will be decided in accordance with your teaching load.). In this case, the duration of employment will also be as described in “3. Duration of employment”.

## 7. Application procedure

Applications must be submitted online via the following website:

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

Fill out the Web Application Form and prepare the required documents in either Japanese or English. For “Application Category”, select “2024 年度 助手 (AY2024 Research Associate)”. It is not necessary to fill out “References” on the Web Application Form.

Attach PDF files of the application materials listed below to “Application Documents” on the Web Application Form. Each item must be attached to the designated section of the Web Application

Form, as outlined below. Each template can be downloaded from the URL below.

<https://www.waseda.jp/fpse/pse/news-en/2023/08/04/19463/>

(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) Up to three major publications.

A Master's dissertation may be counted as one of the three major publications. Put them together in a PDF file.

-> [(3)- Additional application material 3]

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

-> [(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) Application form (the prescribed form)	01_YOURNAME.pdf	(1) Application form/Cover letter
(2) CV (the prescribed form)	02_cv_YOURNAME.pdf	(2) Curriculum vitae
(3) List of academic/professional accomplishments and Statement on Research (the prescribed form)	statement_YOURNAME.pdf	(3) Additional application material 1
(4) Transcript of Master's and Doctoral degree program	transcript_YOURNAME.pdf	(3) Additional application material 2
(5) Up to three major publications	work_YOURNAME.pdf	(3) Additional application material 3
(6) Summary (approximately 500 words) for each major publication	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 document you uploaded are shown in the email.

## 8. Application Deadline

September 12, 2023 (Application materials must be submitted by 13:00 Japan Standard Time, or UTC +09:00.)

## 9. Selection Procedure

The selection procedure will include:

- Document screening
  - An interview with the search 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 2023.

## 10. Inquiries

Inquiries should be made only by email to:

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

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.