

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, fixed-term, non-tenure-track)**, with the job title in Japanese of **Kôshi Ninkitsuki**, in the Faculty of Political Science and Economics. We seek individuals who wish to participate actively in education and research at the Faculty.

At this time, we have open positions in Political Science or Journalism, in any sub-field, for instruction in our Japanese-based program or our English-based program. We also have open positions in Economics for instruction in our Japanese-based program only. For each position, the teaching requirement is three courses per semester (14 weeks); each course meets once a week for 100 minutes.

The positions begin on April 1, 2025, with a period of employment of two to three years. Candidates must hold a doctoral degree or expect his/her/their affiliated institution to make an official decision to award the degree before February 28, 2025. The application deadline is 1 p.m., September 6, 2024 (JST). Please see below for important details.

**Number of Positions / Language of Instruction**

Political Science / Journalism: 1-2 positions in either Japanese or English

Economics: 1-2 positions in Japanese

**Starting Date**

April 1, 2025

**Duration of Employment**

Two years from the starting date of employment, with the possibility of extending one additional year. At the end of the initial two-year period, taking into account such factors as teaching, research and work performance, this position of Assistant Professor (non-tenure-track) may be reappointed for another year. However, the combined period of employment must be completed by March 31, 2028.

Regardless of job title, if an employment contract with Waseda University has existed at any time since April 1, 2013, the period of employment and the possibility of reappointment may differ from the above description.

## **Salary/ Working Conditions**

### **(1) Salary and Allowances**

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

### **(2) Working Hours**

Scheduled working days and working hours 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 pension, health insurance, labor insurance, and employment insurance.

## **Duties and Responsibilities**

(1) Teach three courses per semester at the Faculty.\*

(2) Engage in collaborative and individual research activities at the Faculty.

(3) Undertake other duties assigned by the Faculty.

\*At Waseda University, the academic calendar consists of two 14-week semesters, and each course meets for 100 minutes one time per week. If a final exam is given, it is usually held in the 14<sup>th</sup> week. Please use this [link](#) to refer to the Academic Calendar.

Possible courses to be taught include undergraduate courses, either lectures or seminars, in Political Science or Economics, as well as introductory seminars on basic academic skills. Advanced courses that fit the expertise of the successful applicant may be offered in the Graduate School of Political Science or the Graduate School of Economics. Courses in Journalism will be offered in the Graduate School of Political Science.

For syllabuses of the courses offered by the School of Political Science and Economics, the Graduate School of Political Science or the Graduate School of Economics, please use this [link](#) to search the database.

## Requirements

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, 2025. Each successful applicant must submit either a photocopy of the original degree certificate or a document/letter issued by their academic institution confirming the degree conferral will be approved by such institution by February 28, 2025. Failure to do so by February 28, 2025, will result in the applicant being disqualified.

## Application Deadline

The deadline is 1 p.m., September 6, 2024 (JST)

## How to Apply

Applications must be submitted online, including the documents listed below, via this [website](#). For the Application Category, select “2025 年度 講師（任期付）(AY2025 Assistant Professor (non-tenure-track) “Kôshi-Ninkitsuki”).”

Before using the Web Application System, be sure to read the notes for using the system from this [link](#).

Please access the prescribed forms in English from this [link](#). For the recruitment information and forms in Japanese, please use this [link](#).

## Application Documents

Please prepare PDFs of the following documents and upload each document to the relevant sections on the Web Application System linked to above. Application materials must be in Japanese or English. Before uploading your documents, please title each document as indicated in the table below, and read the instructions that follow it.

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

### (1) Application Form

You must use the prescribed form available for download at this [link](#). Fill out the form in Japanese or English. Upload it as a PDF to section 1 (Application Form / Cover Letter).

(2) Curriculum Vitae with a list of academic/research accomplishments

You may use the prescribed form available for download at this [link](#), but it is not required. Upload your CV as a PDF file to section 2 (Curriculum Vitae). Please put both curriculum vitae and academic/research accomplishments into a single PDF file when you use our formats.

(3) Research Statement

You must use the prescribed form available for download at this [link](#). Upload the form as a PDF to section 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, 2025 by the academic institution.

Upload the appropriate document to section 3 (Additional application material 2).

(5) Up to three major academic works

Please compile your major academic works into a single PDF document. A doctoral dissertation may be counted as one of the three. Upload the document to section 3 (Additional application material 3).

(6) Summary of less than 500 words for each major academic work

Please compile these summaries into a single PDF document. Upload this document to section 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 entered in the Web Application System. Please be sure to check that all the information that you submitted and the documents that you uploaded are shown in the email.

**Letter of Recommendation**

Candidates must also arrange for 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 be addressed to “Senior Dean, the Faculty of Political Science and Economics, Waseda University” and must have a signature. The recommender, not the applicant, must submit the letter via email, or standard mail, to the address indicated below by the application deadline. Should the letter be sent via email, we ask that the letter be in PDF (with the signature) and emailed using a professional affiliation.

Email (Message must be received on or before the application deadline):

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

Subject: Application for Assistant Professor (non-tenure-track)

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

Post (Envelope of the letter must be postmarked on or before the deadline):

Senior Dean, Faculty of Political Science and Economics

Attn: Application for Assistant Professor (non-tenure-track)

Waseda University

1-6-1 Nishi Waseda

Shinjuku, Tokyo 169-8050 Japan

\* A letter of recommendation is waived for applicants who have obtained a doctoral degree from any of the FPSE's three graduate schools: the Graduate School of Political Science at Waseda University, the Graduate School of Economics at Waseda University, and the Graduate School of Public Management at Waseda University.

### **Selection Procedure**

The selection procedure will proceed in two stages. The first stage is the document screening. The result of this screening to be communicated to candidates by mid-October. The second state is an online interview with the selection committee that includes a short mock lecture and/or academic research presentation. Final notification of the selection results is expected in mid-December, 2024.

### **Inquiries**

Inquiries should be made only by email to: [seikei-gakujin@list.waseda.jp](mailto:seikei-gakujin@list.waseda.jp)

For more information about the Faculty of Political Science and Economics at Waseda University please visit our website: <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.*

*Waseda University also aims to create an environment in which all members of the University are respected for their dignity and diverse values and lifestyles, and can fully develop their individuality and abilities, by providing various support services such as those for female researchers, childcare, nursing care, etc.*

*You can find more information about the support services here:*

<https://www.waseda.jp/inst/diversity/en/support/>