

Faculty of Political Science and Economics, Waseda University
Faculty Recruitment Information
for a Tenure-Track Position in Macroeconomics

The Faculty of Political Science and Economics (FPSE) at Waseda University invites applications for a tenure-track position in macroeconomics to begin in the fall of 2025 or in the spring of 2026 (or on a mutually agreed later date).

Waseda University, founded in 1882, is a leading private research university located in central Tokyo. As part of its globalization efforts, the FPSE has been offering degree programs in English for both undergraduate and graduate students since 2010, in addition to its 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

Macroeconomics

3. Teaching responsibility

The successful candidate will teach courses related to macroeconomics both at the undergraduate and graduate programs at the FPSE.

4. Qualifications

- (1) Applicants must have research achievements in macroeconomics.
- (2) Applicants must be able to teach the courses stated in “3. Teaching responsibility” in English. Teaching ability in Japanese is preferred.
- (3) Applicants must have a Ph.D. degree or expect to obtain it by the time of appointment.

5. Number of positions available

One

6. Position rank and title

Assistant Professor (tenure-track)

General Information about Tenure-Track Positions at the FPSE: (Detailed information will be provided after the second round in the selection process.)

Newly hired faculty members with a tenure-track position at FPSE will initially be appointed either as “Assistant Professor (tenure-track)” or “Associate Professor (tenure-track)” for three years.

An interim review will be carried out during the second semester of the third year (sixth semester) following the appointment. After a successful interim review, the tenure-track faculty member will be reappointment for two years.

The final review will be carried out during the second semester of the fifth year (tenth semester) on the tenure track. After a successful final review, the tenure-track faculty member will become a tenured faculty member starting from the following semester. Even if the final review is unsuccessful, a second reappointment for two years may be granted.

The tenure-track faculty member may request an interim review and a final review at any time in or after the second semester of the second year (fourth semester) following appointment.

If maternity and/or parental leave is taken before the end of the interim or final review, the employment period of the tenure-track faculty member may be extended by a period equivalent to the maternity and/or parental leave, subject to the approval of the University, provided that the total period of continuous service does not exceed 10 years.

There may be a limit to the duration of the employment contract, and the above rules may not apply

- if you have had an employment contract with Waseda University (regardless of job title) since April 1, 2013, and
- there are less than six months between the scheduled start of this position and the end of your last employment contract with Waseda University..

7. Working conditions

- Salary, allowances, and commuting expenses are commensurate with qualifications and are based on Waseda University pay scales. For reference, the annual salary range is approximately 5 to 13 million yen. For example, a 35-year-old faculty member earns approximately 8.5 million yen. These numbers are subject to change.
- 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

Retirement benefits will be paid to tenured Professors and tenured Associate Professors 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

September 1, 2025, or April 1, 2026 (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 “Macroeconomics” in the “Application Category.”

In “References,” provide contact information for at least two recommenders and ask them to write letters of recommendation. For details, refer to “10. Letter of Recommendation” below.

Prepare PDF copies of the following documents and upload each document to the relevant sections of “Application Documents.”

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/2024/11/07/22639/>

1) Cover letter with your contact information

Any format in English is acceptable. Upload it to the section “(1) Application Form/Cover Letter.”

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

Upload it to the section “(2) Curriculum vitae with a list of academic/research

accomplishments.” In English. Use either a format of your choice or our formats found on the website. Please put both curriculum vitae and academic/research accomplishments into a single PDF file when you use our formats.

3) A research statement

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

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

4) A job market paper

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

5) Other academic works (if any)

Applicants may submit their additional academic works up to three pieces. Upload each file to the section “(3) Additional application material 3, 4, and 5.”

Only for 4) and 5), should you wish to submit a hard copy of your work (books, book drafts, etc.), 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 Macroeconomics

Faculty of Political Science and Economics, Waseda University

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

When uploading each file to the relevant sections, name each file as indicated below.

Type 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) Job market paper	JMP_YOURLASTNAME. pdf	(3) Additional application material 2
5) Other academic work 1 (if any)	OtherWork1_YOURLASTNAME. pdf	(3) Additional application material 3

6) Other academic work 2 (if any)	OtherWork2_YOURLASTNAME. pdf	(3) Additional application material 4
7) Other academic work 3 (if any)	OtherWork3_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 the email address that you have indicated on the Web Application Form.

Make sure that all the information that you have submitted and the documents that you have uploaded are shown in the email.

10. Letters of Recommendation

Applicants must arrange for letters of recommendation in English from at least two recommenders. 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 (the message must arrive on or before the application deadline):

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

Subject: Letter of Recommendation for Assistant Professor (tenure-track)

E-mail: pse-hr-macroecon24@list.waseda.jp

Post (the envelope must be postmarked on or before the deadline):

Senior Dean, Faculty of Political Science and Economics

Attn: Letter of Recommendation for Assistant Professor (tenure-track)

Waseda University

1-6-1 Nishi Waseda

Shinjuku, Tokyo 169-8050 Japan

11. Deadline

The deadline is 1 p.m., December 17, 2024 (JST).

12. Recruitment process

There will be three stages to the recruitment process: 1) Shortlisting based on document screening. 2) Interview(s) with members of the search committee including a research presentation. 3) An interview with the FPSE's senior dean and the executive committee members.

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

13. Inquiries

Inquiries should only be made by email to the following address.

pse-hr-macroecon24@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.

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/>

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