

Faculty of Political Science and Economics, Waseda University
Faculty Recruitment in
Teaching English as a Foreign Language / Academic Writing in English

The Faculty of Political Science and Economics at Waseda University invites applications for a tenure-track or tenured position in Teaching English as a Foreign Language / Academic Writing in English to begin in the spring or fall of 2026 (or 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 Faculty of Political Science and Economics has been offering degree programs in English for both undergraduate and graduate students since 2010, in addition to long-standing degree programs in Japanese. The programs provide diverse and dynamic academic opportunities for talented students from all around the world.

1) Affiliation

Faculty of Political Science and Economics (FPSE), Waseda University

2) Field

Teaching English as a Foreign Language / Academic Writing in English

3) Qualifications

- PhD in applied linguistics, foreign language education, or a related field by the time of appointment
- Native speaker or near-native speaker of English, and at least business-level proficiency in Japanese
- Experience teaching English as a foreign language and designing formative and summative assessments on a range of levels
- Experience teaching academic writing in English

4) Responsibilities

- Carry out a research agenda in the field of the applicant's expertise.
- Teach
 - English as a foreign language courses (CEFR levels A2 through C1),
 - Academic writing courses for proficient undergraduate speakers of English,
 - Small group courses (seminars) in some content area related to the applicant's research interests or academic specialization, in Japanese or English, and
 - Academic writing courses for graduate students in political science and economics.
- Construct and maintain an appropriate curriculum, schedule classes, and communicate smoothly with 20+ part-time lecturers.
- Actively promote collaboration with university-wide programs and centers (such as Academic Writing and Discussion in English (AWADE) and Tutorial English, which are run by the Global Education Center and Waseda University Academic Solutions).

5) Position rank and title

Professor (tenured), Associate Professor (tenured), Associate Professor (tenure-track), or Assistant Professor (tenure-track)

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

Overview of Tenure-Track Positions at the FPSE:

Tenure-track positions at FPSE shall be appointed either as Assistant Professor (tenure-track) or Associate Professor (tenure-track), for three years in the first term, followed by two years of reappointment and an additional two years of reappointment, for a total of up to seven years.

As a general rule, the interim review shall be carried out in the sixth semester following the appointment and completed by the end of the first three-year term on the tenure track. If a tenure-track faculty member passes the interim review, the first reappointment of two years shall be confirmed.

By default, the final review shall be carried out in the tenth semester and completed by the end of the fifth year on the tenure track. If the tenure-track faculty member passes the final review, the faculty member will become a tenured faculty member from the following semester. The second reappointment of two years may be granted to a tenure-track faculty member who fails the final review.

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

If maternity and/or parental leave is taken before the end of the interim or final review, the 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.

Note: If the applicant has a current employment contract, or previously has had an employment contract, with Waseda University (regardless of job title), the above may not apply and the duration of the employment contract will be adjusted.

6) 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 the Waseda University campus.
- Scheduled working days and working hours are based on university regulations. Considering the nature of research work, working hours are at the discretion of each faculty member.
- 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 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 holidays for those occasions. For the academic calendar of the university, please see:
<https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar>
- Leave is determined by the Labor Standards Act and other related laws, including days that are designated by the University as leave days.
- Pension, health insurance, labor insurance, and employment insurance are provided based on university regulations.
- Research funding includes an individual research allowance of 210,000 yen per year, an academic conference traveling subsidy of 90,000 yen per year, and an international academic conference traveling subsidy of 110,000 yen per year. Other competitive research funds are available at Waseda University.
- 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 Assistant Professor (tenure-track) or Associate Professor (tenure-track) at Waseda University.

7) Scheduled start of employment

April 1, 2026, or September 1, 2026 (or a mutually agreed later date)

8) Application procedure

Please prepare PDF copies of the documents listed below for your application.

- Cover letter (written in English)
- Curriculum vitae (written in English)
- Statement of research and teaching interests. The statement should be written in English and include the following (compiled as a single PDF):
 - A summary of three major academic works (approximately 300 words for each work)
 - A statement concerning current and future research plans (approximately 500 words)
 - A teaching statement (approximately 500 words)
 - A sample syllabus for an intermediate-level English course in academic writing, aimed at nonnative speakers
 - A single lesson plan from the syllabus above
- Three major academic works (at least one of which is written in English)
 - Books may be sent directly to the address below, but will not be returned.

Attn: Application for Faculty Position in TEFL/AWE

Faculty of Political Science and Economics, Waseda University

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

Applications must be submitted via the following website:

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

- In the **Application Category** section of the website, choose "Teaching English as a Foreign Language/Academic Writing in English."
- In the **References** section of the website, provide the contact information of two referees from whom FPSE may request, at some stage of the screening, letters of recommendation.
- In the **Application Documents** section of the website, upload the documents listed above as PDF files as indicated in the table below.

Your document	Name of your document	Upload Category
Cover letter	letter_YOURSURNAME.pdf	(1) Application form/Cover letter
CV	cv_YOURSURNAME.pdf	(2) Curriculum vitae
Research and Teaching Statement	statement_YOURSURNAME.pdf	(3) Additional application material 1
Major academic work	work1_YOURSURNAME.pdf	(3) Additional application material 2
Major academic work	work2_YOURSURNAME.pdf	(3) Additional application material 3
Major academic work	work3_YOURSURNAME.pdf	(3) Additional application material 4

9) Deadline

The application deadline is **1 p.m. on July 31, 2025 (JST)**.

10) Recruitment process

There will be three stages to the recruitment process: 1) shortlisting based on document screening, 2) an interview with members of the search committee, including a mock lesson and a research presentation, and 3) an interview with the FPSE's senior dean and the executive committee members, as well as individual meetings with other

faculty 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. Please note that shortlisted candidates will be asked to send a copy of the doctoral degree certificate (or an equivalent document) to FPSE prior to the day of the interview. Language requirements will be assessed in the face-to-face interview for candidates that advance to the second stage of the recruitment process.

11) Inquiries

Inquiries should only be made by email to pse-hr-english25@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/>