

**Faculty of Political Science and Economics, Waseda University**  
**Faculty Recruitment in Public Administration/Public Policy(Political Science)**

The Faculty of Political Science and Economics at Waseda University invites applications for a tenure-track or tenured position in Public Administration/Public Policy(Political Science) 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**

Public Administration/Public Policy(Political Science or a relevant field is desirable)

**3) Qualifications**

- Substantial research achievements in Public Administration or Public Policy
- Ability to teach courses in Japanese and English
- Ability to teach research methods in the field of empirical analysis and/or formal models at the Graduate School of Political Science
- Ph.D. in Political Science or a relevant field by the time of appointment
- Teaching experience is desirable

**4) Teaching Responsibilities**

- Graduate Seminar in the Graduate School of Political Science, Political Science Course
- Related undergraduate courses in the fields of Public Administration and Public Policy

**5) Number of positions available**

1

**6) 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 you have had an employment contract with Waseda University (regardless of job title) since April 1, 2013, and there is no period of at least six months without an employment contract with Waseda University at the scheduled start of this position, in principle, there is a limit to the duration of the employment contract. Therefore, the above may not be applied.

## **7) 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.

## **8) Scheduled start of employment**

April 1, 2026, or September 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](https://www.wasedapse.jp/en/fpse1/eng_input.php)
- On the web application form, choose “Public Administration/Public Policy(Political Science)” in the “Application Category.”
- In the “References,” please provide contact information for two references. If the candidate makes it to the second stage, we will contact them for a letter of recommendation.
- Please prepare PDF copies of the following documents and upload each document to the relevant sections of “Application Documents.”
- Please be sure to 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](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/2025/07/10/24379/>

- (1). Cover letter with your contact information  
Download the prescribed form from the above website. Fill out the form and upload it to the section “(1) Application Form/Cover Letter.”
- (2). Curriculum vitae with a list of academic/research accomplishments  
Upload it to the section “(2) Curriculum vitae with a list of academic/research accomplishments.” 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). Research statement  
No more than 2,000 words (in English). Describe your past research and future research plans, referring to the primary academic works that you will submit along with your application documents. Any format is acceptable.  
Upload it to the section “(3) Additional application material 1.”
- (4). Teaching statement  
Please compile the following three items (A to C) in a single PDF file and upload it to the section “(3) Additional application material 2.” Any format is acceptable.
  - (4-A) Your teaching philosophy and plans for courses in Public Administration/Public Policy, either in English (approximately 500 words) or in Japanese (1,000 characters).
  - (4-B) Sample syllabus for one of the Public Administration/Public Policy relevant courses for third- and fourth-year undergraduate students(weekly, 100 minutes per session over 14 weeks), either in English or Japanese.
  - (4-C) Your course evaluations and any other evidence of your teaching ability (if applicable)
- (5). Primary academic works (three or fewer)  
Please compile your primary works (three or fewer) into a single PDF file and upload the file to the section “(3) Additional application material 3.”  
Should you wish to submit a hard copy of your work (books, book drafts, etc.), please 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 Political Science (Public Administration/Public Policy)  
Faculty of Political Science and Economics, Waseda University  
1-6-1 Nishi Waseda, Shinjuku, Tokyo 169-8050 Japan

- (6). [Degree holder] A copy of the diploma of your Ph.D. degree or a certificate of degree conferral: Upload it to the section “(3) Additional application material 4.”

[Degree candidate] A document/letter that confirms the conferral of your doctoral degree is expected. Upload it to the section “(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) 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) Teaching Statement	Teaching_YOURLASTNAME.pdf	(3) Additional application material 2
5) Three major works	Work_YOURLASTNAME.pdf	(3) Additional application material 3
6) Document regarding your doctoral degree	Degree_YOURLASTNAME.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 the email address you gave on 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.

## 10) Deadline

The application deadline is 1 p.m. on September 30th, 2025 (JST).

## 11) 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. 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 of the second stage, including travel arrangements, will be made known to candidates who pass the first stage.

## 12) Inquiries

Inquiries should only be made by email to [pse-hr-pa-pp@list.waseda.jp](mailto:pse-hr-pa-pp@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/>