

Application Guidelines for a Full-time Faculty Position (without tenure)

Major in Bioscience, Global Center for Science and Engineering, Waseda University

1. Position: Assistant, Associate or Professor without tenure (3 years first, 10 years maximum)
2. Number of faculty to be hired: 1
3. Field of specialization: Life Science (Bioscience)
4. Work responsibilities:
 - (1) Chief subjects to be taught: Lectures and Experiments in Major in Bioscience, English-based undergraduate program
 - (2) Other work duties will be assigned according to the University / School regulations.
(e.g. Entrance exam related work; administrative work, etc.)
 - (3) Other relevant aspects will be announced along with the result of the selection process.
5. Salary and benefits:
 - (1) 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. Working hours and the way to proceed with work are at the discretion of the Assistant, Associate or Professor without tenure.
 - (2) Salary and Commutation Expenses: provided in accordance with university regulations
 - (2) Summer and Year-end Bonus Compensation, and Severance/retirement benefits, shall not be provided.
 - (3) Holidays: Saturdays, Sundays, New Year Holidays, National Holidays, Substitute holidays (instead of the national holidays on which you work in a year.) and University Anniversary (excluding the days on which the University decided to have classes)
Leave: provided in accordance with Labor Standards Act, and (1) New Year's holidays and (2) summer holidays are also University holidays.
 - (4) Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
 - (5) Place of Work: The work shall be in principle performed at a Waseda University Campus.

6. Date of employment: In principle, April 1, 2018

7. Qualifications:

- (1) Ph.D. or equivalent research profile
- (2) A demonstrated ability to teach in English
- (3) Teaching experience at the college level is preferred
- (4) Proficiency in Japanese is preferred

8. Documents to be submitted

- (1) A letter of application in English, explaining your interest in and suitability for the faculty position at Major in Bioscience, Global Center for Science and Engineering, Waseda University.
- (2) A curriculum vitae and related information in English. Please include full name, nationality, home address, phone number, e-mail address, field of specialization, educational background (dates of entrance to and graduation from high school and thereafter), employment record including the start and end dates, current employer and position. Please note whether you have a tenured position or not. Also indicate the title(s) in Japanese if you have position(s) in Japan.
- (3) List of publications. Please list original articles, proceedings, books and others separately. For publications provide the title, year, publisher and place of publication. Please mark the titles of refereed publications with an asterisk. With regard to forthcoming publications, please submit a letter from the publisher/journal editor verifying that they have been accepted for publication. In case of non-English research accomplishments, both English and original titles should be provided.
- (4) Reprints of up to five most important publications.
- (5) Summary of research experience and outcome (within four pages, A4 size).
- (6) List of externally funded grants. Please indicate whether you were a principal investigator or a co-investigator.
- (7) Research plan (within four pages, A4 size).
- (8) Teaching experience and interests.
- (9) Language skills (native language, proficiency in other languages, for non-native English speakers please list the periods you have studied or taught in an English language environment.)
- (10) Photocopy of diploma of highest degree(s).
- (11) The names and contact information for two referees (please include their position and affiliation as well as a phone number and email address).
- (12) Other relevant information, if necessary.

Note: The above documents may be provided either in English or Japanese. In principle, the documents will not be returned to the applicant. Please further note that we are unable to respond to inquiries about the status of your application.

9. Application Period: By June 30th (Fri), 2017

10. Application Process: All application materials should be submitted through
“<http://www.biomed.sci.waseda.ac.jp/biomajor/submission>”.

11. Selection Process:

(1) Preliminary screening will be based on the application documents. Candidates who pass the first stage of the selection process will be notified to the e-mail address stated in their curriculum vitae registered at above site.

(2) Interviews (which will include a demonstration teaching session) for the finalists are scheduled to take place between August – September, 2017 at Waseda University (Tokyo). Interview transportation costs are to be borne by the applicant.

(3) Final result of the selection will be notified in mid-October 2017.

12. Enquiries: Please access the following site.

<http://www.biomed.sci.waseda.ac.jp/biomajor/contact.html>

13. Additional Information:

For further information on Major in Bioscience, Global Center for Science and Engineering, please refer to:

<http://www.biomed.sci.waseda.ac.jp/biomajor/>

All the personal information you have submitted will be used strictly for the purpose of candidate selection only. As far as personal information of an appointee is concerned, it will be retained in her/his record of employment. Personal information of all other applicants will be disposed according to the strict university regulations.

Waseda University is committed to enhancing the diversity of its faculty in order to promote globalization and gender equality on campus. In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of national origin, gender, religion, creed, political affiliation, or disability.

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