

Faculty of Science and Engineering, Waseda University
Center for English Language Education in Science and Engineering
Faculty Recruitment Information

Post Date	September 30, 2026
Number of Positions	1 (Associate Professor or Assistant Professor)
Status	Full time (non-tenure-track)
Position	Associate Professor (non-tenure-track) or Assistant Professor (non-tenure-track) ※Waseda University will determine the employment position based on their educational and research experience and will inform the successful applicant of the decision when extending the job offer.
Education /Research Area	English Language Education, Science Education, Science and Engineering English Academic Skills
Affiliated Faculty	Global Center for Science and Engineering, Faculty of Science and Engineering. Affiliation (main affiliation) will be the Faculty of Science and Engineering, Center for English Language Education in Science and Engineering (CELESE) of Waseda University.
Starting Date	April 1, 2027
Duration of Employment	1) Associate Professor (non-tenure-track) Contract term: 3 years (renewable for a period not exceeding 2 years, and not exceeding 5 years of total of continuous employment at Waseda) 2) Assistant Professor (non-tenure-track) Contract term: 2 years (renewable for periods not exceeding 1 year at a time, up to and not exceeding 5 years of continuous employment at Waseda) • Reappointment for both positions will be determined based on factors such as educational performance, research achievements, and overall work performance. • The mandatory retirement age is 70 years. Contracts cannot be renewed beyond the age of 70 years old. • If the successful applicant is currently employed by Waseda University and began their contract after April 1, 2013, and if their employment continues for less than six months before the commencement of this position, the duration of employment or the possibility of appointment itself may differ from what is stated in this job advertisement.
Duties	(1) Teach courses in the area of specialty and other education related duties. • Teach 4 courses each semester (14-week 100 minutes lectures). • Contribute to program design and course development. (2) Participate in individual and group research activities as well as other related research activities.

	• Conduct independent and collaborative research, including securing research grants and publishing in academic journals. • Engage in academic and professional research activities, such as attending conferences, peer reviewing, and contributing to research networks. (3) Participate in faculty and other university committees, assist with entrance examinations, and engage in other university-related duties. • Attend regular CELESE meetings. • Fulfill other administrative responsibilities as assigned by the University and the Director of CELESE. (4) Other duties stipulated by university regulations.
Job Location	Mainly at Nishi-Waseda campus
Working Hours	Prescribed Workdays and Working Hours: (including start/end times and break times) are determined in accordance with university regulations. Additionally, the Discretionary Labor System for Specialized Work applies (deemed as 8 hours of work per day). Given the nature of research and education, employees are granted the discretion to determine the most effective methods for completing their tasks and allocating their working hours. Working Hours: 8:50 AM – 6:40 PM Note: Start and end times may be adjusted as necessary depending on the work duty. CELESE classes are held between 8:50 AM and 6:40 PM. Break Time: 12:20 PM – 1:10 PM
Holidays	Saturdays, Sundays, year-end and New Year holidays, national holidays (except on days designated by the university for classes), and the university's founding anniversary.
Leave of Absence	Leave entitlements are determined in accordance with the Labor Standards Act and university regulations.
Salary	Salary will be determined based on university regulations.
Additional Payment • Transportation Fee	A transport allowance from the successful applicant's official residence to the place of work will be provided, subject to distance limitations as specified in university regulations.
Retirement Benefits	Non-tenured contract positions are not eligible for university sponsored retirement benefits.
Social Insurance • Labor Insurance	Employer's pension, health insurance, industrial accident compensation insurance, and labor insurance are available.
Required Qualifications	The successful candidate is expected to meet the following requirements: (1) Academic Background Qualified applicants must hold a doctoral degree in a science-related field, science education, English language education, or a related discipline by the starting date. (2) Teaching Experience

	Qualified applicants must have experience teaching at tertiary education institutions and demonstrate an understanding of the skills students need to study their science and engineering disciplines in English, as well as the ability to teach those skills effectively. Ideally, candidates should also have experience managing an educational program. (3) Other Requirements Qualified applicants must possess: • English proficiency sufficient for teaching and participating in departmental duties. • Japanese proficiency for handling daily administrative tasks. • Proficiency in IT tools and technology for both teaching and administrative responsibilities.
Application Procedure	Please submit all documents in a single PDF file (20MB max.) through the JREC-IN system by the deadline. https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D126092048&ln=1&ln_jor=1 (A JREC-IN account is required to access the page.) ※Applications by post will not be accepted
Application Materials	Required documents to be submitted: (1) Curriculum Vitae (CV) Include a photo and your email address (format is flexible). (2) List of Publications and Research Outputs Format is flexible. (3) Summary Table of Resume Information Use the attached Resume Summary Table template available from the JREC-IN system. (4) Three Representative Publications Clearly identify these in the List of Publications. (5) Summary of Research to Date Approximately 500 words in English. (Indicate the extent to which you used generative AI and translation services to complete the statement) (6) Statement on the Education of Science and Engineering Students Provide your thoughts on how to prepare science and engineering students to study at university through the medium of English. Approximately 500 words in English. (Indicate the extent to which you used generative AI and translation services to complete the statement) (7) Future Research Plan Approximately 500 words in English. (Indicate the extent to which you used generative AI and translation services to complete the statement) (8) Referee Contact Information Provide the names, affiliations, positions, email addresses, and telephone numbers

	of up to three referees who can comment on your professional background. (9) Copies of Academic Certificates Submit copies of your undergraduate degree certificate and certificate for your highest completed academic qualification. ※Applicants may be asked to submit additional documents. ※Application documents will only be used as part of the hiring process and privacy will be maintained according to Waseda University regulations and the Japanese Act on the Protection of Personal Information. ※The successful applicant will be required to submit the CV and their list of publications and research outputs using the Waseda University format. These will be provided when necessary.
Submission Address	JREC-IN system
Deadline for Application	Applications must arrive no later than October 23, 2026 (Fri) 23:59. ※Submissions received after deadline will not be accepted.
Selection Procedure	Stage 1: Selection based on review of application forms Stage 2: Interviews will be held on November 7 (Sat) and/or November 8 (Sun), 2026. The interviews will be held face-to-face on the Nishi-Waseda Campus of Waseda University. The interview will take approximately one hour and include a presentation about your research as well as a simulated lesson. A detailed procedure for the interview will be sent to applicants who pass the first stage ※Any expenses incurred during the application process, including transportation to and from the interview and accommodation, shall be the sole responsibility of the applicant and will not be reimbursed by the university. ※All decisions are final, and no inquiries regarding them will be accepted.
Notification of Result	November 9, 2026 (Mon.) (tentative)
Notification Procedure	All applicants will be notified of the results via e-mail.
Other	Waseda University is committed to enhancing faculty diversity to promote globalization and gender equality on campus. In all aspects of faculty recruitment and promotion, the university strictly prohibits discrimination based on sex, disability, sexual orientation, gender identity, nationality, ethnicity, creed, or age. The Faculty of Science and Engineering has implemented an Incentive Allowance Program. To prevent harassment in job-seeking and related activities, as well as other forms of harassment, Waseda University has established dedicated consultation services. If you experience harassment in connection with job-seeking or related activities, please contact one of the consultation services below. [Consultation Services for Harassment]

	https://www.waseda.jp/inst/harassment/en/counseling/desk *For details regarding the definition of harassment and related matters, please refer to the Waseda University Guidelines for Preventing Harassment. [The Waseda University Guidelines for Harassment Prevention] https://www.waseda.jp/inst/harassment/en/about/guideline Examples of harassment against job seekers and other similar persons are available below. https://www.waseda.jp/inst/harassment/en/about/faq
Contact Information	Prof. Chris Sheppard 51-05-01a, Center for English Language Education in Science and Engineering Faculty of Science and Engineering, Waseda University 3-4-1 Okubo Shinjuku-ku, Tokyo 169-8555 E-mail: chris@waseda.jp