

**Waseda University, Faculty of Science and Engineering, Graduate School
of Information, Production and Systems Application Guidelines for a
Full-time Faculty Position (with tenure or tenure-track)
of Production Systems**

1. Number of faculty to be hired: One

2. Status: Professor (with tenure or tenure-track) or Associate Professor (with tenure or tenure-track) .

* Status will be decided on the basis of a comprehensive screening of the applicant's academic and educational accomplishments and other relevant aspects.

3. Work Style: Full-time

4. Period:

4.1. Professor or Associate Professor with tenure

Until the end of March after reaching 70 years old.

4.2. Professor (tenure-track) or Associate Professor (tenure-track)

For 3 years * April 1, 2026, to March 31, 2029

* Please refer to "17. Notes on Tenure-track Position's Period" and "18. Tenure-track Screening Process" for details.

5. Duty, Salary and Benefits:

- **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 (8 hours of deemed work per day) will be applied to research work. Working hours and the way to proceed with work are at the discretion of faculty.
- **Salary, Benefits and Commutation Expenses** : provided in accordance with university regulations
- **Retirement Pay** : If hired as Professor or Associate Professor: shall be paid according to the regulations of Waseda University. If hired as Professor (tenure-track) or Associate Professor (tenure-track): Not paid. However, if the individual concerned is subsequently hired as full-time faculty, the period of employment on which the basis of the retirement allowance for full-time faculty members is calculated shall be counted from their date of appointment as a tenure-track faculty member before the change of status.
- **Social Insurance** : the employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
- **Holidays and Vacations: Saturday, Sundays, New Year Holidays, National Holidays, and University Anniversary** (excluding days by the university on which classes are held) Vacations determined in acts such as Labor Standard Acts and Vacations determined by the university.

6. Home Affiliation: Waseda University, Faculty of Science and Engineering, Graduate School of Information, Production and Systems

7. Place of Work: In principle at Kitakyushu-Waseda Campus

8. Fields of Specialization: Research related to production field; for example, mechanical

engineering (including control engineering, measurement and instrumentation engineering, production engineering, robotics, mechatronics), car engineering, material engineering, chemical engineering, electrical and electronic engineering, information and communication engineering, fluid engineering, biomedical engineering, etc.

9. Work Responsibility: In charge of lectures, exercises, experiments, and student research supervision related to the above specialized fields. It is necessary to have the ability to teach in English and Japanese.

Other work duties will be assigned according to the University / School Regulations, and typically include research-related duties, work related to entrance examinations, committee work, outreach, and other duties.

10. Qualifications:

- Ph.D.
- Having outstanding research achievements and who can be an authority in aspects of this specialization in the country and overseas.
- Doing impassioned education to students.

11. Date of Employment: April 1, 2026

12. Documents to be submitted:

(1) Curriculum Vitae * Prescribed format (Microsoft Excel)

Download the form from “**16. Website**”, and complete it.”

(2) Education and Research Achievements *Prescribed format (Microsoft Word)

Download the form from “**16. Website**”, and complete it.

(3) 5 significant publications

(4) Aspiration (five or less pages, A4 size, and free format)

Explain courses you might teach at the Graduate School of Information, Production and Systems, and your broader future contribution to the Schools.

(5) 3 Referees (free format)

Please provide the name, affiliation, title and contact details (telephone number, and email address) of three potential referees. They might be contacted during the selection process.

(6) Confirmation Letter regarding the Applicability of the Specific Categories for

Compliance with Article 25 (1) and (2) of the Foreign Exchange and Foreign Trade Act
*** Prescribed format (Microsoft Word)**

We have been notified by the Ministry of Economy, Trade and Industry that beginning May 1, 2022, in accordance with the November 2021 revisions to the “Regulations of Deemed Export Controls” management system of the Foreign Exchange and Foreign Trade Act (FEFTA), those applying to Waseda University must submit a “Confirmation Letter regarding the Applicability of the Specific Categories for Compliance with FEFTA” (prepared assuming Waseda affiliation). Download the form from “**16. Website**”, and complete it. Effective May 1, 2022, the technology transfer to person falling under the “Specific Categories” should be controlled as the deemed export and it continues to be controlled by the FEFTA even after the employment.

13. Application Deadline: August 20 (Wednesday), 2025, 3 p.m. *Japan standard time

14. Application Method:

Please submit all documents of "**12. Documents to be submitted**" from the WEB application form (URL below).

URL:

https://my.waseda.jp/application/noauth/application-detail-noauth?param=DZu_iKDS6ahZnbAo18nAYg

15. Enquiries:

Graduate School of Information, Production and Systems, Waseda University

Professor Kenji Ueda

TEL: +81-93-692-5176 E-mail: k-ueda@waseda.jp

16. Website:

(Japanese) <https://www.waseda.jp/fsci/gips/news/2025/04/21/29781/>

(English) <https://www.waseda.jp/fsci/gips/news-en/2025/04/21/29798/>

17. Notes on Tenure-track Position's Period:

Notes on Tenure-track Position's (Professor (tenure-track), Associate Professor (tenure-track)) Period are as follows.

17.1. Professor (tenure-track)

- * It may have an extension for within 2 years maximum upon considering on the basis of the research achievements and work attitude.
- * Professor (tenure-track) can be employed total 5 years maximum. Screening will be finished in the 3 years and you may begin your job-hunting last 2 years. It cannot be renewed a contract who are over 70 years old. Please refer to "18. Tenure-track Screening Process" for the handling if Professor (tenure-track) passes the tenure-track screening.
- * If an employment contract with Waseda University has existed at any time since April 1, 2013, and in principle there has not been a gap of more than six months regardless of job title, the period of employment and the possibility of reappointment itself may differ from the above description.

17.2. Associate Professor (tenure-track)

- * It may have extensions up to two times for within 2 years maximum upon considering on the basis of the research achievements and work attitude.
- * Associate Professor (tenure-track) can be employed total 7 years maximum. Tenure-track screening will be finished in the 5 years and you may begin your job-hunting last 2 years. Please refer to "18. Tenure-track Screening Process" for the handling if Associate Professor (tenure-track) passes the screening.
- * If an employment contract with Waseda University has existed at any time since April 1, 2013, and in principle there has not been a gap of more than six months, regardless of job title, the period of employment and the possibility of reappointment itself may differ from the above description.

18. Tenure-track Screening Process:

If the applicant is employed as any tenure-track position, it will be held fairly screening in order to employ a full-time faculty with tenure. Details of this screening schedule and standard will be notified by the date of employment.

18.1. Professor (tenure-track)

The first screening will be in the 2nd year. After passing the first screening, the final screening will be in the 3rd year.

After passing the final screening, you are employed as a full-time faculty with tenure when you conclude your tenure as a tenure-track professor.

18.2. Associate Professor (tenure-track)

The first screening will be in the 3rd year. After passing the first screening, you have an extension for 2 years and the final screening will be in the 5th year.

After passing the final screening, you are employed as a full-time faculty with tenure.

19. Others:

- Preliminary screening will be done based on application documents.
- Interview for candidates advancing to the second stage is scheduled to be carried out face-to-face(at Waseda University (Kitakyushu-campus)) or online from Mid-September to Late September, 2025. When conducting face-to-face Interview, transportation costs are to be borne by the applicant.
- Results of the preliminary screening will be informed on Early September, 2025 and the final selection will be informed on Mid-December, 2025.
- If there are no suitable candidates, a final candidate may not be selected.
- Waseda University will not respond to any enquiry concerning the results of the preliminary screening and the final selection.
- 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. The Faculty of Science and Engineering at Waseda University provides research grants to newly appointed female faculty members as a career support program to improve their research environment and to promote their research.
- No smoking is allowed in all Waseda campuses except in the designated areas.