

Application Guideline for Assistant Professor (non-tenure-track)
Graduate School of Information, Production and Systems , Waseda University

- 1. Number of positions:** A few positions
- 2. Status:** Full-time Assistant Professor (non-tenure-track)
- 3. Period:** April 1, 2026 to March 31, 2028 *for two years

*At the end of this two-years period, Assistant Professor (non-tenure-track) may be reappointed for one year. No individual can be employed as Assistant Professor (non-tenure-track) for longer than three years continuously at Information Systems, Production Systems or Integrated Systems, Waseda University.

*Reappointment will be judged at the end of the two-years period based on factors of education accomplishments and research achievements, and working performance.

*Regardless of job title, 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, the period of employment and the possibility of reappointment itself may differ from the above description.

*It is not possible to continue being employed after reaching 70 years of age.

4. Salary and benefits:

- (1) Duty Hours: Scheduled working days and working hours (when you start/finish, rest periods) are based on Waseda University regulation. The discretionary labor system for professional work (working hours will be deemed as 8 hours per day) will be applied to research work. Working hours and the way to proceed with work are at the discretion of faculty.
- (2) Salary, Benefits, Commutation Expenses: provided in accordance with Waseda University regulations.
- (3) Retirement Payment: not provided
- (4) Social Insurance: The employee shall be enrolled in the Employee's Pension, Health Insurance, Workmen's Compensation Insurance and Employment Insurance.
- (5) Holidays: Saturdays, Sundays, New Year Holiday, National Holidays, Substitute holidays (instead of the national holidays on which you work in a year) appointed by Waseda University for holding classes on public holidays, and University Anniversary (excluding the days on which the University has decided to have classes).
- (6) Vacations: Determined in acts such as Labor Standard Acts and Vacations determined by the university.

5. Department: Graduate School of Information, Production and Systems, Waseda University

6. Place of work: The work shall be in principle performed at Kitakyushu-campus of Waseda University

7. Field of specialization: Information Architecture, Production Systems or Integrated Systems

8. Work responsibilities:

In addition to research in your own field, you will also be in charge of the following duties.

- Assistance in experiments and exercises in Graduate school of Information, Production and Systems (IPS)
- Assistance in managing some ceremonies or events in IPS and IPS Research Center

- Assistance in managing entrance examination and examination of doctoral dissertation in IPS
- Other duties at the discretion of the Dean of IPS

9. Qualifications: Ph.D. degree or those who are expected to obtain a doctoral degree by the time of their appointment.

* If you do not obtain a doctoral degree before the starting date, you will not be accepted.

10. Starting date: April 1, 2026

11. Documents to be submitted:

(1) Curriculum vitae (A prescribed format is available on the IPS website)

Download the form from the website, and complete it.

(2) Doctoral Degree Certificate

A copy of the diploma. If you are expected to earn a doctoral degree, please submit a Prospective Doctoral Degree Certificate.

(3) A List of research papers and educational experience (A prescribed format is available on the IPSRC website)

Download the form from the website, and complete it.

(4) A copy or reprint of academic publications or research papers mentioned in (3).

*If they have not been issued, you must submit documents certifying the acceptance for publication.

*you must submit copies or reprints of all papers mentioned in (3). If they are not submitted or if you do not mention them in (3), they will not be considered for the selection.

*Please submit it indicating the source from the header or footer. If the source is not clear, it will not be counted as a research achievement.

(5) Research plan (about 2 pages, A4 size, free form)

Please describe your research plan what you intend to accomplish as an Assistant Professor (non-tenure-track).

(6) Information of 3 referees (free format)

Please write their names, affiliations, titles, addresses, telephone numbers and e-mail addresses.

(7) Recommendation letter in English or Japanese from one of the referees mentioned in (6) (free form)

(8) 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

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 the 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.

12. Application deadline: November 20, 2025, 3 p.m. *Japan time

13. Application method:

Please submit all documents of "**11. Documents to be submitted** " from the WEB application form (URL below).

URL: <https://my.waseda.jp/application/noauth/application-detail-noauth?param=6JGKMJJFww1n5JefNWozBQ>

14. Enquiries: Graduate School of Information, Production and Systems, Waseda University

E-mail: ips-jinji@list.waseda.jp

15. Web site:

URL: <https://www.waseda.jp/fsci/gips/news-en/2025/10/20/31574/>

16. 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 in early December 2025. When conducting face-to-face Interview, transportation costs are to be borne by the applicant.
- Results of the preliminary screening will be informed in late November, 2025 and the final selection will be informed in late January, 2026.
- 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.
- No smoking is allowed in all Waseda campuses except in the designated areas.