

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

1. Number of faculty to be hired: One

2. Status: Professor (non-tenure-track), Associate Professor (non-tenure-track)

3. Work Style: Full-time

4. Period: April 1, 2027 to March 31, 2030 *for three years

*At the end of this three-years period, the Professor (non-tenure-track) or Associate Professor (non-tenure-track) can be reappointed for two years. No individual can be employed as a Professor (non-tenure-track) or Associate Professor(non-tenure-track) for longer than ten years continuously at Waseda University. Professors (non-tenure-track) or Associate Professors (non-tenure-track) over 70-year will not be hired.

*Reappointment availability will be judged at the end of the three-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.

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** : not paid.
- **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: Information science / engineering, data science / engineering

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, 2027

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) Copies of five 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. Explain your aspirations and prospects for research plans and teaching activities.

(5) Three 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 19 (Wednesday), 2026 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=khKDwy8euWNRReFpIBXwuYQ>

15. Enquiries:

Graduate School of Information, Production and Systems, Waseda University
Professor Osamu Yoshie
TEL: +81-93-692-5249 E-mail: yoshie@waseda.jp

16. Website:

(Japanese) <https://www.waseda.jp/fsci/gips/news/2026/04/20/34545/>
(English) <https://www.waseda.jp/fsci/gips/news-en/2026/04/20/34547/>

17. Others:

- Preliminary screening will be done based on application documents.
- Interview for candidates advancing to the second stage is scheduled to be carried out in principle face-to-face(at Waseda University (Kitakyushu-campus)) on September 12th, or 13th, 2026. 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, 2026 and the final selection will be informed on Mid-December, 2026.
- 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.