Application Guidelines for a Full-time Faculty Position, Faculty of Social Sciences, Waseda University

1. Position	One full-time faculty position in the Faculty of Social Sciences, Waseda University	
2. Field, Courses to Be Taught, and Number of Positions	One position Applicants must be able to teach lecture and Practicum courses related to at least one of the following four fields that constitute the Transnational and Interdisciplinary Studies in Social Innovation (TAISI) Program of the School of Social Sciences: 1. Community and Social Development 2. Peace Building and International Cooperation 3. Economic and Environmental Sustainability 4. Social Organizations and Working For details of the TAISI fields, please refer to the following page: https://www.waseda.jp/fsss/sss/news/2026/11/13/16271/ The successful applicant will also be expected to teach TAISI seminars, supervise the Capstone Project, and teach multiple additional courses according to the applicant's expertise, experience, and preferences.	
3. Employment Status	Full-time, without a fixed term. The mandatory retirement age at the University is 70.	
4. Appointment Date	April 1, 2028, September 1, 2028, or a later date to be mutually agreed upon.	
5. Academic Rank	Professor or Associate Professor * The academic rank at appointment will be determined on the basis of the candidate's achievements in education and academic research and the evaluation conducted in this selection process.	
6. Work Location	In principle, at any of Waseda University's campuses.	
7. Working Conditions	Working hours, etc.	Scheduled working days and working hours (starting and ending times and rest periods), etc., shall be governed by University regulations. The discretionary labor system for professional work will apply. Due to the nature of research work, the means of performing duties and the allocation of working time will be left to the discretion of the employee.
	Salary	In accordance with University regulations.
	Allowances	In accordance with University regulations.
	Holidays	Sundays, the New Year holidays, national holidays, temporary University holidays, and the Anniversary of the University Founding, except on days when the University has determined in advance that classes will be held.
	Leave	Leave prescribed by the Labor Standards Act and other applicable laws and regulations, as well as days specifically designated by the University (including University-wide summer and winter recesses).
	Social insurance	Employees' Pension Insurance, Health Insurance, Workers' Accident Compensation Insurance, and Employment Insurance.
8. Duties and Required Qualifications	The specific duties will be determined according to the applicant's abilities and experience. Applicants are expected to have the ability and experience to lead and perform primarily the following duties:	

	1. Overall supervision and academic management of the TAISI program: The ability and experience to take an active role in medium- and long-term strategic planning, program administration, curriculum planning, review and improvement, and coordination from a program-wide perspective, and to perform duties on the TAISI Steering Committee and other committees. 2. Promotion of collaboration with institutions in Japan and overseas: Communication and negotiation skills necessary to actively build networks and promote educational and research collaboration with external and overseas institutions. 3. Advanced education and supervision in English: Advanced English proficiency and teaching ability sufficient to teach TAISI seminars and specialized courses and to supervise Graduation Research (thesis or project) fully in English. 4. International dissemination of research based on outstanding research ability: The ability to disseminate one's research findings internationally, supported by outstanding research capacity in the relevant field. 5. Bilingual university administration in Japanese and English: Proficiency in both Japanese and English sufficient to perform academic management, internal administrative duties, and committee work smoothly. Applicants must also be able to responsibly perform duties relating to education, research, University administration, and social contribution as stipulated in University regulations. Reference: English-based Degree Program https://www.waseda.jp/fsss/sss/en/about/cjsp/
9. Eligibility	Applicants must satisfy all of the following four requirements: 1. In principle, be able to take up the position on April 1, 2028, September 1, 2028, or a later date to be mutually agreed upon. Applicants seeking an appointment date on or after September 1, 2028 should consult the University. 2. Hold a doctoral degree. 3. Be able to teach in both Japanese and English. 4. Have a record of publications in English.
10. Application Documents and Submission Method	Enter the required information at the URL below and submit application documents 1) through 7) in PDF format. https://my.waseda.jp/application/noauth/application-detail-noauth?param=OCU0FlJTIYlM0QnC1hsxDQ
1) Waseda University Curriculum Vitae	Prescribed form
2) Educational and Research Achievements	Prescribed Forms I-IV
3) Books, Articles, and Other Publications	Up to five major works related to the advertised field or the applicant's area of specialization. A work published in separate volumes (e.g., Parts I and II) will be counted as one work. * Only works already published or officially accepted for publication may be submitted. * For peer-reviewed articles, attach evidence of peer review or the relevant submission guidelines.
4) Research Plan	An outline of the applicant's future research plan (A4, horizontal writing; approximately 1,000 Japanese characters or 500 English words).

5) Professional Experience Statement	A list of the applicant's professional experience in program management (PM), curriculum planning, coordination, and related work.
6) Education Plan	A statement of plans and aspirations regarding TAISI curriculum development and academic management (approximately 1,000 words in English or 2,000 Japanese characters).
7) Certificate of Highest Degree Earned	A copy of the diploma may be submitted instead.

* Additional documents may be requested.

* Download the prescribed forms from the following URL:

https://waseda.box.com/v/new-cv

* If any application material, such as a book, cannot be submitted in PDF format, send the physical item to the contact address below. It must arrive within the application period.

* Write 'Application Materials for Full-time Faculty Position (TAISI)' in red on the envelope and send it by registered mail, courier, or another traceable method. Applications delivered in person will not be accepted.

* In principle, application materials will not be returned. Physical items such as books will be returned only upon request. Applicants who wish to have such items returned must enclose a prepaid Letter Pack with the return address completed.

11. Application Period	From Friday, November 13, 2026 to 5:00 p.m. (Japan Standard Time) on Friday, January 15, 2027.
12. Selection Process	1. Document screening Applicants will be notified of the results by Friday, March 12, 2027. 2. Interview screening Interviews will be conducted only for applicants who pass the document screening, during the following period. Details will be provided when the document-screening results are announced. April-May 2027 (tentative) * The schedule is subject to change. * Travel, accommodation, and other expenses are the responsibility of the applicant. * A preliminary online interview may be conducted.
13. Contact	Administrative Office, Faculty of Social Sciences, Waseda University Academic Affairs Section (Faculty Personnel Affairs) 1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-8050, Japan E-mail: socs-faculty-application@list.waseda.jp * Inquiries will, in principle, be accepted and answered by email only. * The University cannot respond to inquiries concerning selection results.

Waseda University is committed to enhancing the 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.

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