

**GSAPS Academic Recruitment for the Post of Assistant Professor (without tenure)/ Koshi  
(ninkitsuki) (April2020)**

The Graduate School of Asia-Pacific Studies (GSAPS), Waseda University seeks to appoint an Assistant Professor (without tenure)/Koshi (ninkitsuki) as follows:

**1. Number of Positions:** ONE

**2. Form of Employment:** Fulltime position (adjunct, fixed-term contract)

**3. Expected Date to Assume Duty:** April 1, 2020

**4. Rank:** Assistant Professor (without tenure)/Koshi (ninkitsuki)

**5. Expected Responsibilities:**

I. Education

The expected teaching load is seven courses per year taught in Japanese and English.

1) Teaching two courses per year in one of the following three fields of specialization related to the Asia-Pacific Region. (Please indicate your preferred field of specialization in your essay).

a) Area Studies

b) International Relations

c) International Cooperation / Policy Studies

2) Teaching “Analysis of Quantitative Data” (five courses per year)

3) Serving as MA thesis examiner

II. Research

1) Giving an academic talk on the current research project each year

2) Applying for Grants-in-Aid for Scientific Research (KAKEN)

III. Administrative responsibilities

The expected administrative responsibilities include:

1) Those related to the Graduate School of Asia-Pacific Studies (GSAPS) and the Waseda Institute of Asia-Pacific Studies (WIAPS)

2) Attending the GSAPS and WIAPS faculty meetings

3) Those related to subsidized projects including preparation of applications and implementation of projects

4) Those related to the management of *The GSAPS Journal*

5) Planning and organizing GSAPS/WIAPS events

The Assistant Professor may be requested to take on extra responsibilities upon consultation with the dean of GSAPS.

## **6. Period of Duty: Two Years (April 1, 2020 – March 31, 2022)**

This is a fixed-term position. After the above period of duty expires and if the Graduate School of Asia-Pacific Studies deems appropriate (based on factors such as educational and research achievements, work attitude, among others), the period of duty may be extended on a yearly basis (up to twice in total). The longest possible length of period of duty for this post is four years in total, including the initial period of duty of two years.

NOTE: There is an upper limit on the total length of fixed-term employment at Waseda University for those with a fixed-term employment contract with Waseda University after April 1, 2013 (regardless of title/position) and without any lapse of employment for six months or more at Waseda University before the expected date to assume duty for this position. Therefore the actual contract period may not be identical to the period of duty indicated above.

## **7. Workplace:**

Graduate School of Asia-Pacific Studies & Waseda Institute of Asia-Pacific Studies (WIAPS)  
Waseda University  
1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo

## **8. Salary and Benefits:** In accordance with the regulations stipulated by the University.

- Work hours: 4 days or more per week, up to 8 hours per day (up to 40 hours per week in total)
- Salary: In accordance with the Waseda University regulations.  
Example based on the 2019 regulations:  
Annual salary for a 32-year-old Koshi (ninkitsuki) (pay grade 32): JPY 5,565, 240 (before tax)  
(The salary will be paid in 12 monthly installments.)
- Benefits: Transit subsidy and severance pay (if applicable) in accordance with the Waseda University regulations. No other form of benefit such as annual bonuses available.
- Non-working days and holidays: Sunday; New Year holidays, national holidays and university holiday (except those on which Waseda University is scheduled to hold classes)
- Vacations: Those mandated by the Labor Standards Act and set by Waseda University (New Year holidays, summer recess etc.)
- Social security: Employee's pension insurance, health insurance, nursing-care insurance, employment insurance, workers' accident compensation insurance

## 9. Qualifications:

1. To be able to teach a total of seven courses per year through the spring, summer intensive, fall and winter intensive terms at GSAPS (One course consists of fifteen lessons, ninety minutes each, taught over the course of a given term).
2. To be able to teach the assigned subjects fluently in both Japanese and English
3. To be able to contribute to the research and educational activities of GSAPS and WIAPS
4. To have earned a doctoral degree (PhD) at the time of application
5. To have published at least three research papers/articles in either English or Japanese (excluding the doctoral dissertation) which demonstrate one's high research potential. A single-authored book based on one's original research will be considered as four research papers/articles. Please note that research papers/articles as well as academic books which have not been published yet but have already been determined to be published will be considered as already published materials if it can be certificated that they are in the publication process.
6. Preference will be given to those who can provide evidence of success in obtaining competitive external research funding, such as the Grants in Aid for Scientific Research by the Japanese government.

## 10. How to Apply:

Submit the application documents 1-5 listed below.

### 1. Essay:

Prepare an essay on the following topic: "How can you contribute to the Graduate School of Asia-Pacific Studies?" Please include in the essay your field(s) of specialization and courses you can teach at GSAPS. Please do not exceed 800 words in English or 2,000 characters in Japanese.

### 2. CV: Prepare your CV using the official Waseda University CV format and attach a recent photograph. Please include your e-mail address. It will be used for all administrative correspondences.

### 3. "Education and Research Achievement": List your education research achievements using the official Waseda University format ("Education and Research Achievement").

【Forms can be downloaded from】 <https://waseda.box.com/s/h08fmdgoobjasjwmj854m97eukdqmsgc>

### 4. Research papers/articles, and/ or academic books (one copy for each item) corresponding to academic achievements outlined in the "9. Qualifications 5".

### 5. Copy of the doctoral degree or official doctoral degree certificate.

## 11. Deadline: All applications must reach us **by August 27, 2019(Tue.). (By registered mail only.)**

**12. Selection Process:**

The first screening (screening of application documents) followed by the second screening (interview and mock lecture on expected teaching subjects) for those who have passed the first screening.

Scheduled date for the second screening: **November 2, 2019 (Sat.)**

- We will be determining the interview schedule and will not be able to accommodate any request to change the interview schedule.
- All successful applicants (1st screening) will be notified of the interview date and time via email around October 15th, 2019 (Tue.).
- All costs, including transportation and accommodation expenses, will be must be borne by the applicant.

**13. Submission (by mail only):**

Attn.: GSAPS Office

**【Application to the Post of Assistant Professor (without tenure)/ Koshi (ninkitsuki)】**

Graduate School of Asia-Pacific Studies

Waseda University

Nishi-Waseda Building 7F

1-21-1 Nishi-Waseda, Shinjuku-ku

Tokyo 169-0051, JAPAN

**14. Important Notes:**

1. Submit your application package **by registered mail**. Please indicate "Application for Post of Assistant Professor" on the envelope.
2. All personal information will be kept strictly confidential. The application documents will not be used for any other purposes except for candidate evaluation. Please note that all submitted documents will not be returned to the applicant for any reason whatsoever.
3. GSAPS will not respond to any enquiry concerning the results of the screening or interview.
4. You can also apply for the post of "Assistant Professor (without tenure):Jokyo" at the Waseda Institute of Asia-Pacific Studies in addition to this post at the GSAPS.

**15. Enquiries:**

Faculty Recruitment Section, GSAPS Office Waseda University

Tel: 03-5286-3877 Fax: 03-5272-4533 Email: gsaps-recruit☆list.waseda.jp

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Waseda University is committed to enhancing the diversity of its faculty in order to promote globalization and gender equality on campus. In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of national origin, gender, religion, creed, political affiliation, or disability.