

**Faculty Search**  
**Waseda University, Faculty of Commerce (primarily responsible for the School of Commerce)**

<b>1.Position</b>	Assistant Professor (without tenure)	
<b>2.Number of positions</b>	1 (Field: Business Administration)	
<b>3.Type of employment</b>	Full-time *Specific terms of employment will be set (see 6 below)	
<b>4.Date of employment</b>	September 1, 2020 or April 1, 2021	
<b>5.Qualifications</b>	<p>Applicants must meet all of the criteria below. In addition, applicants whose native language is not Japanese are expected to develop a sufficient command of Japanese language to execute appropriate administrative duties. The university can offer support for language training, depending on the needs and level of each candidate.</p> <p>[Academic qualification (must satisfy either 1 or 2)]</p> <ol style="list-style-type: none"> <li>1. Must have completed their doctorate by the application date</li> <li>2. Must have completed their doctorate by the date of employment*</li> </ol> <p>* Those who do not meet this requirement may have their offer withdrawn.</p> <p>*Applicants to this position may not simultaneously apply for an identical position at the Graduate School of Commerce, Graduate School of Accountancy, or the Waseda Business School (Graduate School of Business and Finance) of the Faculty of Commerce, Waseda University.</p>	
<b>6. Contract terms</b>	<p><b>A 2-year initial appointment</b></p> <p>* At the conclusion, the contract may be renewed for a period of no longer than one year, contingent on a satisfactory performance review. In compliance with Waseda University rules, continuous employment for assistant professors without tenure cannot exceed five years from the date of initial appointment. Employment of all faculty will end in the academic year when the person turns 70 years of age.</p> <p>* If an applicant was employed by the University on or after April 1, 2013 without an interruption of at least six months prior to the current offer, this may impact the terms of employment stated above.</p>	
<b>7.Place of employment</b>	The campuses of Waseda University	
<b>8.Working conditions</b>	- Working hours, etc.	Scheduled working days and working hours (times at which work begins/ends and rest periods) shall be subject to the rules of the University. The national discretionary time management system for professional work shall be applied, and decisions on the means of execution of work and the allocation of time shall be at the employee's discretion.
	- Salary	Salary is paid in accordance with Waseda University rules.
	- Allowances and travel expenses	Allowances and travel expenses are paid in accordance with Waseda University rules.
	- Retirement benefits	Retirement benefits do not apply.
	- Holidays and leave	<ul style="list-style-type: none"> <li>•Holidays</li> </ul> <p>Saturdays, Sundays, New Year's holidays, national holidays, compensatory holidays decided by the University for classes on public holidays, and the anniversary of the university founding, excluding holidays specified as instructional days that are determined in advance by the University.</p> <ul style="list-style-type: none"> <li>•Leave</li> </ul> <p>Leave is determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays.</p>
	- Social insurance	Employees will receive pension insurance, health insurance, workers' compensation insurance, and employment insurance.

**9. Work responsibilities (planned)**

- (1) Employees will be responsible for teaching some combination of the following courses for a total of three units (with a total allowable maximum of four units). Each unit refers to the teaching of a weekly 90-minute class for a full year [30 weeks]:
  - English Readings (Business Administration) in the School of Commerce
  - An introductory or upper level course (Business Administration) taught in Japanese or English
  - A master's-level class in the Graduate School of Commerce
- (2) Engage in scholarly research and publications
- (3) Additional work-related activities, including work related to the administration of the entrance examinations for the School of Commerce and any other work specified by the dean

**10. Application process**

To apply, complete the online submission (A) and the hard copy documents (B) by the specified deadline.

(A) Online submission: Make an online submission via the following link:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=1d35GC2BjiQ7j7ByYnQyiw>

(B) Documents required: Applicants must submit the following documents specified in 1) -10).

- 1) List of documents for submission
- 2) Application form
- 3) Curriculum vitae with photograph
- 4) Education and research achievement list

Use the official Waseda University form.

5) Graduation certificates

Certificates of completion of Bachelor's and Master's degrees

6) Copies of transcripts

Submit undergraduate and graduate (Master's) transcripts

7) Certificates of doctoral degree

For those holding a doctoral degree: a copy of doctoral diploma  
For those completing their doctoral degree: a document certifying the expected date of degree conferral

8) Research publications

Originals or photocopies of up to five major research publications. For each publication provide a summary of approximately 1,000 words.  
\*List of publications may include Master's thesis.

9) Research plan

Use the official Waseda University form.

10) Letter of recommendation

A letter of recommendation.

The official forms are available for download from the Waseda University School of Commerce website:

<https://www.waseda.jp/fcom/soc/news/6248>

\* The School reserves the right to ask for additional documentation.

\* Application documents will not be returned.

**11. Address for hard copy submission**

**Personnel Officer, School of Commerce Office  
Waseda University, 1-6-1 Nishi-Waseda  
Shinjuku-ku, Tokyo, 169-8050 JAPAN**

\*Write clearly "School of Commerce Assistant Professor (without tenure) Application Documents (Field: Business Administration) Enc." on the envelope in red ink.

\*Submit the application package by a trackable courier service.

\*Applicants are not allowed to bring their application forms to the School of Commerce directly.

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- 12. Application deadline**      **February 27, 2020 (JST)**  
\*(Applications from within Japan) All required documents listed above must be delivered to the School of Commerce with a postmark on or before the deadline.  
\*(Applications from outside Japan) All required documents listed above must be delivered to the School of Commerce by 5:00 p.m. on February 27, 2020 (JST).  
\*Applications received after the deadline will not be considered.
- 13. Selection process**      Short-listed candidates will be invited for an interview at Waseda University, and may be asked to conduct a trial lesson or make a presentation about their research activities.  
\*Only short-listed candidates will be informed of the date of the interview.  
\*Cost of travel to and from the interview, and other expenses will be borne by the applicant.  
\*Questions related to the selection process or results will not be accepted.
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**14. Notification of results**      **Late May, 2020 (planned).**

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**15. Inquiries**      Personnel Officer, School of Commerce Office, Waseda University  
Tel: +81-3-3203-0874    Fax: +81-3-3203-7067  
E-mail: [commerce-recruit@list.waseda.jp](mailto:commerce-recruit@list.waseda.jp)  
Office Hours: Monday-Friday (9:00 a.m. – 5:00 p.m.)  
Closed on Saturdays, Sundays, and Japanese national holidays, and during the University's holiday periods.

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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.