

**Faculty Search**  
**Waseda University, Faculty of Commerce**  
**(Primary responsibilities in the School of Commerce)**

<b>1. Position</b>	Assistant Professor (without tenure) 1 (Field: Global Management Program*) *We are looking for a faculty member who is mainly in charge of courses related to the Global Management Program and whose research fields are related to business administration, accounting, finance, or economics.
<b>2. Number of positions</b>	*The Global Management Program is a global education program at the School of Commerce, Waseda University. The program aims to foster business leaders who will contribute to the global society. Brochure: <a href="https://www.waseda.jp/fcom/soc/assets/uploads/2021/11/3f83b2c50a44c781b241f08deaf3a913.pdf">https://www.waseda.jp/fcom/soc/assets/uploads/2021/11/3f83b2c50a44c781b241f08deaf3a913.pdf</a>
<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, 2022 or April 1, 2023
<b>5. Qualifications</b>	Applicants must have the following academic qualification (must satisfy one of 1, 2 or 3). 1. Must have completed their doctorate by the application date 2. Must have completed their doctorate by the date of employment* * Those who do not meet this requirement may have their offer withdrawn. 3. Must have been enrolled in a doctoral course for at least three years, completed research guidance, and withdrawn from the course by the date of employment. In addition, must have acquired all the prescribed credits, if the doctoral course requires credit acquisition. *Applicants to this position may not simultaneously apply for any of the following: • Identical position in other recruitment fields of the School of Commerce. • Identical position in the Graduate School of Commerce, Graduate School of Accountancy, or the Waseda Business School (Graduate School of Business and Finance).
<b>6. Contract terms</b>	<b>Two-year initial appointment</b> * 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. * 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.
<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 • Holidays 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. • Leave Leave is determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays. - 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]:
    - Academic Writing for Graduation Thesis in the School of Commerce
    - An introductory or upper -level course taught in Japanese or English
    - A master's-level class in the Graduate School of Commerce
  - (2) Scholarly research and publications
  - (3) Additional work-related activities, including work related to the management of the Global Management Program.
  - (4) Any other work specified by the dean

**10. Application process** To apply, complete the online submission (A) and (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=Usozgo4Hq9eLAXfu7r2d9g>

(B) Documents required: Applicants must upload the following documents specified in 1) -5) to the web application form.

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|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Curriculum vitae with photograph        | } Use the official Waseda University form.                                                                                                                                                                             |
| 2) Education and research achievement list |                                                                                                                                                                                                                        |
| 3) Research plan                           | Use a free format. Up to 3 pages in A4 size                                                                                                                                                                            |
| 4) Research publications                   | Originals or photocopies of up to three major research publications.                                                                                                                                                   |
| 5) References                              | Submit the name and contact information of two research collaborators or main professors, etc. that the search committee can query regarding the applicant's research achievements, etc. in a Microsoft Word document. |

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

<https://www.waseda.jp/fcom/soc/news-en/8274>

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

**11. Application deadline** **5:00 p.m. February 17, 2022 (JST)**  
\*Applications received after the deadline will not be considered.

**12. 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.

The interview may also be conducted online using Zoom or other methods.

\*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.

In the case of an online interview. applicants are required to prepare the necessary equipment and environment.

\*Questions related to the selection process or results will not be accepted.

**13. Notification of results** **Late May, 2022 (planned)**

**14. Inquiries** Personnel Officer, School of Commerce Office, Waseda University  
E-mail: [commerce-recruit@list.waseda.jp](mailto:commerce-recruit@list.waseda.jp) Tel: +81-3-3203-0874

\*Please contact via email.

\*Office hours: Monday-Friday (9:00 a.m. – 5:00 p.m.) Office hours may change due to the spread of COVID-19.

\*Closed on Saturdays, Sundays, and Japanese national holidays, and during the university's holiday period.