Application Guidelines for a Non-Tenure-Track Faculty Position,

Faculty of Social Sciences, Waseda University

1. Position	One non-tenure-track 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 in English related to the Peace Building & International Cooperation field, one of the academic fields of the Transnational and Interdisciplinary Studies in Social Innovation (TAISI) Program of the School of Social Sciences. 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 Freshman Seminar and multiple additional courses according to the applicant's expertise, experience, and preferences.	
3. Employment Status	Full-time, fixed-term.	
4. Appointment Date	September 21, 2027, or a later date to be mutually agreed upon.	
5. Academic Rank	Professor (non-tenure-track), Associate Professor (non-tenure-track), or Lecturer (non-tenure-track). The rank will be determined during the selection process in consideration of the applicant's professional background and other qualifications. No promotion will be available during the contract period.	
6. Period of Contract	September 21, 2027 to September 20, 2030 * Following completion of this contract period, reappointment for two years may be permitted after consideration of performance, work status, and other relevant factors. However, total continuous service as non-tenure-track faculty may not exceed ten years. * Regardless of academic rank, applicants who have had an employment contract with the University on or after April 1, 2013 may be subject to a maximum period of continuous employment. Accordingly, the contract period and the availability or duration of reappointment may differ from those stated above.	
7. Work Location	In principle, at any of Waseda University's campuses.	
8. 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	A commutation allowance will be paid in accordance with University regulations. No bonuses or severance/retirement benefits will be paid.
	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.
9. Duties and Required Qualifications		The specific duties will be determined according to the applicant's specialization, abilities, and experience. The successful applicant will be expected to perform primarily the following duties and demonstrate the corresponding capabilities: 1. Teaching lectures and seminars in the specialized field, Freshman Seminar, and Sophomore Seminar: Expertise and English-language teaching ability sufficient to provide high-quality education and supervision in lectures and seminars in the Peace Building & International Cooperation field. The successful applicant must also be able to provide attentive support to students from diverse cultural and educational backgrounds. 2. Teaching practical and field-based courses: The ability to develop practical, field-based education through fieldwork, problem-based learning (PBL), and similar methods, and to supervise practical training and accompany students in Japan and overseas. 3. Participation in TAISI program administration: An understanding of education and administrative duties at Japanese universities and the ability to work cooperatively and proactively in supporting TAISI program administration and internal coordination. Basic Japanese communication skills are required. 4. Duties related to the administration of entrance examinations at the University. 5. A sincere commitment to other duties relating to education, research, and University administration as stipulated in University regulations. Reference: English-based Degree Program https://www.waseda.jp/fsss/sss/en/about/cjsp/
10. Eligibility		Applicants must satisfy all of the following five requirements. Applicants whose first language is not Japanese must possess Japanese proficiency sufficient for basic communication within the University. 1. In principle, be able to take up the position on September 21, 2027, or a later date to be mutually agreed upon. Applicants seeking an appointment date after September 21, 2027 should consult the University. 2. Hold a doctoral degree or possess equivalent educational and research achievements. 3. Be able to teach in English. 4. Be able to provide field-based education through field surveys and similar activities. 5. Understand work at universities in Japan. Experience working at a university or equivalent educational institution is desirable.
11. Application Documents and Submission Method		Enter the required information at the URL below and submit application documents 1) through 6) in PDF format. https://my.waseda.jp/application/noauth/application-detail-noauth?param=HUMlJbJKpaHUVkbbXQyJIg
1) Waseda University Curriculum Vitae		Prescribed form

2) Educational and Research Achievements	Prescribed Forms I-IV * In Forms I-III, describe any practical projects in which you have participated.
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) Education Plan	A statement of teaching aspirations and a proposed course plan for the advertised field, including the development of practical and field-based education such as fieldwork and PBL (approximately 1,000 words in English).
6) 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 Non-Tenure-Track 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.

12. Application Period	From Friday, November 13, 2026 to 5:00 p.m. (Japan Standard Time) on Friday, December 11, 2026.
13. Selection Process	Following document screening, interviews will be conducted on the date below. Tentative interview date: Thursday, January 28, 2027 * The schedule is subject to change. * Interviews will be conducted in person or online. * Travel, accommodation, and other expenses are the responsibility of the applicant. Applicants will be notified of the document-screening results and interview details one week before the interview.
14. 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