

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

<b>1.Status</b>	Tenured or tenure-track faculty; Also at <a href="https://www.waseda.jp/fcom/soc/news/5674">https://www.waseda.jp/fcom/soc/news/5674</a>
<b>2.Field</b>	Insurance Theory (Social Insurance)
<b>3.Recruitment method</b>	Open Recruitment
<b>4.Type of employment</b>	Full-time * Specific term of employment will depend on the employment status (see 7 below)
<b>5.Date of Employment</b>	April 1, 2020, September 1, 2020, April 1, 2021, or September 1, 2021
<b>6.Qualifications</b>	<p>Applicants must meet all of the criteria specified in (1) - (4).</p> <p>( 1 ) Academic qualifications : Must have a doctorate by the date of employment. * Those who do not meet this requirement on the date of employment may have their offer withdrawn.</p> <p>( 2 ) Teaching experience: Preferably have a record of teaching experience at the tertiary level.</p> <p>( 3 ) Research achievements: Research record should include publications in English in academic journals and/or in equivalent publications or books. Research publications and presentations must be in the field of pension or medical insurance (long-term care insurance).</p> <p>( 4 ) Additional requirements: Ability to conduct courses in English. In addition, applicants whose native language is not Japanese, except for the tenure-track applicants, must have a sufficient command of Japanese language to execute their professional duties. The Japanese language ability of the tenure-track faculty will be assessed in the performance review as stated in 7.</p>
<b>7.Employment status</b>	<p>The University will decide (1) or (2) below by taking into account the applicant's qualifications.</p> <p>( 1 ) Tenured faculty: professor, associate professor or assistant professor</p> <p>( 2 ) Tenure-track faculty: professor (without tenure), associate professor (without tenure), or assistant professor (without tenure)</p> <p>* Shortlisted applicants will be informed of the employment status at the time of the offer.</p> <p>* If the employment status is (2), change of status to tenured faculty will be determined through a performance review. The details of the performance review will be explained at the final interview.</p>
<b>8.Contract terms</b>	<p>( 1 ) Tenured faculty: (professor, associate professor or assistant professor)</p> <p>( 2 ) Tenure-track faculty: depends on the employment date and employment status.</p> <p>(i) Professor and associate professor: A 3-year initial appointment          -April 1, 2020-March 31, 2023          -September 1, 2020-August 31, 2023          -April 1, 2021-March 31, 2024          -September 1, 2021-August 31, 2024          * Contracts may be renewed for no longer than 2 years, contingent on a satisfactory performance review.</p> <p>(ii) Assistant professor: A 2-year initial appointment          -April 1, 2020-March 31, 2022          -September 1, 2020-August 31, 2022          -April 1, 2021-March 31, 2023          -September 1, 2021-August 31, 2023          * Contracts may be renewed annually for no longer than 3 years, contingent on a satisfactory performance review.</p> <p>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.</p>
<b>9.Place of employment</b>	In principle, the campuses of Waseda University

<b>10. 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 regulations of the University. A 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	In accordance with Waseda University rules.
	- Allowances and travel expenses	In accordance with Waseda University rules. Note that semester allowances will not be paid to tenure-track faculty.
	- Retirement benefits	Paid only to tenured faculty according to Waseda University rules.
	- Holidays and leave	<ul style="list-style-type: none"> <li>• Holidays</li> </ul> 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.
		<ul style="list-style-type: none"> <li>• Leave</li> </ul> Leave determined by the Labor Standards Act and other related laws, and days that are designated by the University as holidays.
	- Social insurance	Employees' pension insurance, health insurance, workers' compensation insurance, and employment insurance.
<b>11. Work responsibilities</b>	(1) Teaching insurance, social insurance and other courses, and seminars related to the field of this faculty search.	
	(2) Conducting research.	
	(3) Participation in faculty meetings and committees of the University, tasks related to entrance examination, and other duties.	
	(4) Contribution to social activities.	
	(5) Duties stipulated in the regulations of the University.	
<b>12. Application process</b>	To apply, complete submissions (1) and (2) by the specified deadline.	
	(1) Online submission: Make an online submission via the following link: <a href="https://my.waseda.jp/application/noauth/application-detail-noauth?param=1y30RWf73mYMEmlWx-L5OA">https://my.waseda.jp/application/noauth/application-detail-noauth?param=1y30RWf73mYMEmlWx-L5OA</a>	
	(2) Documents required: Applicants must submit the following documents specified in 1) -9).	
	1) List of documents for submission	Use the official Waseda University form.
	2) Application form	
	3) Curriculum vitae with photograph	
	4) Education and research achievement list	
	5) Graduation certificates	Certificates of completion of Bachelor's, Master's, and Doctoral degrees. Note: If you have not received a doctorate by the date of application, submit documents proving that you expect to be awarded the degree by the date of employment.
	6) Copies of diplomas	Submit copies of all diplomas.
	7) Letter of recommendation	A letter of recommendation from a former research advisor, a colleague, project collaborator, etc.
	8) Research plan	Use the official Waseda University form.
	9) Research publications	Originals or photocopies of up to five major research publications. *One copy each. *Do not submit more than five publications.

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

<https://www.waseda.jp/fcom/soc/news/5674>

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

\* Application documents will not be returned except 9) Research publications, which will be returned if applicants make a request on 1) List of documents for submission. These publications will be returned following the selection process.

---

**13.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 Faculty Application Documents (Field: Insurance Theory (Social Insurance)) 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.

---

**14.Application deadline**     **August 5, 2019 (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 August 5, 2019 (JST).

\*Applications received after the deadline will not be accepted.

---

**15.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.

---

**16.Notification of results**     **Late November, 2019 (planned).**

---

**17.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.

---

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.