

Faculty Search
Graduate School of Commerce (Business School)
Waseda University, Tokyo, Japan

The Graduate School of Commerce (hereafter referred to as "GSC"), Waseda University in Japan is recruiting a fixed-term faculty member.

Details Follow.

1. Number of positions and type:

One (a person who is competent to take charge of courses related to Business Administration).
The actual position to be offered (professor, associate professor or assistant professor) depends on the successful candidate's qualifications and experiences.

2. Commencement of the employment contract:

April 1, 2012 or September 1, 2012

3. Contract period:

Three years. A two-year extension after the completion of the initial three-year term may be considered if GSC deems it appropriate, considering the candidate's teaching skills, research and work performance.

4. Salary and benefits:

In accordance with University Regulations.

5. Content of work:

- (1) Teaching load (one course [or *koma*] means a 90-minute class per week taught throughout the academic year):
 - a) To conduct courses in English in the MBA program of the GSC Waseda Business School of GSC. If the applicant is fluent in Japanese, then he/she may b) be requested to take charge of courses offered in Japanese, too.
 - b) Number of courses: four in principle, with a maximum of five.
- (2) Participating in other educational and research activities at GSC
- (3) Participating in activities of the Waseda Business School Research Center
- (4) Tasks related to entrance exams at Waseda Business School and other work assigned by the Dean of GSC

6. Required qualifications:

The prospective applicant is required to meet either of the two qualifications indicated below. He/she must also be able to deliver courses in English.

- (1) Has obtained a doctoral degree in business administration or related field at the time of application.
- (2) Will obtain a doctoral degree in business administration or related field by the end of March, 2012.

7. Documents to be submitted:

- (1) Application form (Use the official form provided by Waseda University.)
- (2) Curriculum vitae (Use the official form provided by Waseda University, and attach photograph and research achievement list.)

- (3) Undergraduate diploma and graduate school certificate of completion
- (4) Undergraduate and graduate school transcripts
- (5) a) Those who qualify under eligibility 6-(1): Doctoral degree certificate/diploma
b) Those who qualify under eligibility 6-(2): Formal letter from the candidate's doctoral dissertation thesis advisor.
- (6) A list of major publications (maximum 20) in academic journals and academic conference presentations with abstracts of about 400 words each.
(Note: The doctoral dissertation may be included in the list of major publications.)
- (7) Copies of publications (maximum five)
- (8) Self-evaluation of Japanese language proficiency and Japanese cultural understanding.
- (9) Research plan during the period of employment
(Note: The applicant may be requested to submit documents other than those listed above as deemed necessary. Please download and use the forms available at: <http://www.waseda.jp/wbs/>)

8. Application deadline:

The completed application including the above documents must reach GSC by September 9, 2011

9. Method of selection:

Short-listed candidates will be invited for an interview and a mock class session (or a research presentation). Relevant dates will be announced in due course. Cost of travel to and from the interview and other expenses will be borne by the applicants.

10. Notification of results:

End of November 2011 (expected)

11. Mailing address for submitting application package (by post or courier service only):

Office of the Graduate School of Commerce, Waseda University

1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan, 169-8050

TEL: +81-3-3202-4369 FAX: +81-3-5273-4371

E-mail: gsc-recruit@list.waseda.jp

Working hours: 9:00 – 17:00 Monday to Friday

The office is closed on Sundays and Japanese national holidays

- a) Please write clearly 'Graduate School of Commerce Application Forms Enclosed' on the envelope in red ink.
- b) Application documents will not be returned. Applicants who wish to have their documents returned must give notice beforehand.

12. Information about the Waseda Business School: <http://www.waseda.jp/wbs/en/index.html>