

**Ritsumeikan Asia Pacific University, College of Asia Pacific Studies:
Call for Faculty Applications**

Ritsumeikan Asia Pacific University, College of Asia Pacific Studies
Dean KIKKAWA Takuro

The College of Asia Pacific Studies at Ritsumeikan Asia Pacific University invites applications for a faculty position according to the following guidelines. Please read the following information before applying.

Recruitment Field	International Relations
Research Field	① Major Category: Social Science Subcategory: International relations ② Major Category: Social Science Subcategory: International law
Position/s Available	Type of Employment: Fixed-term faculty member Position: Assistant Professor * Ritsumeikan Asia Pacific University operates an assistant professor system as a position for development for those employed as faculty members shortly after obtaining a PhD or directly before obtaining a PhD. After being appointed as an Assistant Professor, internal reviews will be conducted regarding achievements in areas such as teaching and research. If the screening conditions are met according to university regulations following the review, the candidate will be promoted to the position of Fixed-term Associate Professor. As the Tenure Track System applies to the Fixed-term Associate Professor position, position changes to a tenured faculty member are possible in accordance with the [Tenure Track System] described below.
The Tenure Track System	Fixed-term faculty members hired under the APU tenure-track system are subject to an internal review of their performance in education, research, and university administration around the third year after their appointment. As a result of the review, if the faculty member meets the review criteria in accordance with university regulations, their position type will be changed to a tenured position until retirement under a new contract.
Job Description / Teaching Responsibilities	(1) Language of instruction for subjects to teach: English (E) and Japanese (J) (2) Subjects to teach: A person who can teach lectures for the undergraduate Common Liberal Arts subject “Legal Studies” and the undergraduate Major subjects “International Law”, “Human Rights”, and “Globalization and Law” in Japanese and English. *Depending on the candidate’s knowledge and experience, they may be asked to teach subjects other than those listed above.
Number of Positions	1

Starting Date	April 1, 2025
Qualification Requirements	<p>Applicants must meet all of the following criteria, (1) ~ (2), and be able to start working from the date of appointment listed above.</p> <p>(1) Must have obtained a PhD in the relevant field or possess equivalent achievements</p> <p>(2) Must have expertise in a specific area of the Asia Pacific region which includes Japan and have educational, study, and research achievements focusing on the relevant area</p>
Expected Qualifications	<p>(1) Agrees with the principles, basic goals, and characteristics of APU and is enthusiastic about education at APU</p> <p>(2) Has experience teaching at university</p> <p>(3) Has a willingness to contribute to university operations and the local area</p> <p>(4) Possesses the skills to carry out university administration</p>
Contract period	<p>Fixed-term faculty member: Five years</p> <p>* The upper age limit for employment is 65.</p>
Affiliation / Workplace	<p>The College of Asia Pacific Studies Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu, Oita, Japan</p>
Teaching Load	<p>Assistant Professor: 4 class hours (1 class hour is 100 minutes) per week on average throughout the year</p>
Salary, Allowances, and Social Insurance	<p>Please refer to the Ritsumeikan Asia Pacific University Terms of Employment (Benefits).</p>
Application Deadline	<p>All application materials must be submitted online at JREC-IN no later than Wednesday, July 10, 2024 (JST).</p>
Application Documents	<p>(1) Curriculum Vitae •Education, Employment, and Research Experience 【Form 1】 Please submit Microsoft Word data.</p> <p>(2) List of Major Education / Research Projects and Other Achievements 【Form 2】 Please submit Microsoft Word data.</p> <p>(3) Language Proficiency Report 【Form 3】 Please submit Microsoft Excel data.</p> <p>(4) Potential Courses of Instruction 【Form 4】 Please submit Microsoft Excel data.</p> <p>(5) Statement of Intent for Application (reason for applying to work at APU, etc.) 【Form 5】 Please submit Microsoft Word data.</p> <p>(6) Copies of three major publications (books or articles) in PDF format If the candidate cannot meet three major publications, two major publications are acceptable. For ABD, a dissertation proposal can be included in the major publications.</p> <p>(7) Summary of Major Publications in (6) above 【Form 6】 In Japanese, each summary should be 400 characters or less. In English, each summary should be one A4 page or less. Please submit Microsoft Word data.</p> <p>(8) Two Letters of Recommendation 【Any Format】 Recommendation letters must clearly state the relationship between the referee and the applicant. Please ask your referees to send their</p>

	<p>recommendation letters directly to the email address below. Only letters of recommendation sent directly from referees will be accepted. Email: aps-ap@apu.ac.jp Please send emails with the subject “APS (International Relations 2)”. Letters submitted after the application deadline will not be accepted.</p> <p>(9) Proof of Final Education in PDF format (copy of diploma) Proof of ABD status in the case of ABD</p> <p>(10) Document Submission Checklist 【Form 7】 Please submit Microsoft Excel data.</p> <p>Important Notes: * Please download the prescribed forms from APU public call page on JREC-IN. * (1), (2), and (5) above should be created and submitted in both Japanese and English. * All submitted files should have the applicant’s [Full Name] included at the beginning of the file name. * You may be requested to provide additional documents relating to research achievements during the screening process if necessary. * Please note that we do not return any submitted documents. Any personal information provided as part of the application process will be handled appropriately in accordance with university regulations. The information will not be used for any purpose other than screening candidates for employment.</p>
How to submit	<p>Please submit documents by online application through JREC-IN.</p> <p>① Please attach your [full name] to the heading of each application document file name. (Ex.) 1. 【SATO Hanako】 Form1-EN.docx</p> <p>② Please add all application documents other than (8) above to a single compressed folder. [Compression: Zip format / data capacity: 30 MB max]</p> <p>③ Please make the compressed folder title your name in roman characters (half-width alphanumeric characters). (Ex.) SATOHanako.zip</p> <p>④ Please apply online through the JREC-IN Portal.</p> <p>▼JREC-IN Portal URL https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D124041126&ln=1</p> <p>* If applications cannot be made from the JREC-IN Portal, the data capacity has possibly been exceeded (maximum of 30 MB) or characters not permitted for use are possibly being used in the compressed folder title. Please submit the documents upon confirming that the data capacity is below 30 MB and half-width alphanumeric symbols are being used in the compressed folder title.</p>
Screening Process	<p>(1) Document Screening (2) Interview (*The candidate will conduct a presentation about their research as well as a mock lecture with the interviewers acting as students in Japanese and English.) *Notification of acceptance or rejection will be sent by email in early December, 2024.</p>
Inquiries	<p>Ritsumeikan Asia Pacific University Academic Office Email: freruit@apu.ac.jp Please send emails with the subject “APS (International Relations 2)”.</p>

Other Information	<ul style="list-style-type: none">• Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.• We value faculty diversity and look forward to receiving applications from individuals with various backgrounds and work experience.• If you are appointed to APU, you will be required to complete a health check using a form prescribed by the university.
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End

Ritsumeikan Asia Pacific University Terms of Employment (Benefits)

1. Faculty Salary

*Based on actual salaries in AY2022. Regulations are subject to change.

(1) Salary

Salaries are paid according to the salary regulations for each respective position.

(Examples)

The following are actual salaries (and allowances) that were paid to APU faculty in AY2022. The exact amount may differ by year.

- Assistant Professor: (Age 35, no dependent family members) Approx. 5.7 million yen, (Age 40, no dependent family members) Approx. 6.4 million yen
- Tenured Senior Lecturer: (Age 38, spouse and two elementary school children) Approx. 7.8 million yen, (Age 53, spouse) Approx. 8.2 million yen
- Associate Professor: (Age 40, spouse) Approx. 10.4 million yen, (Age 50, spouse and one elementary school child) Approx. 11.18 million yen
- Professor: (Age 50, spouse) Approx. 12.5 million yen, (Age 62, spouse and one child in university) Approx. 13.8 million yen

*The salary for a specially-appointed faculty member is the amount set based on the employment contract.

(2) Allowances and other benefits at the time of employment

1. Moving Allowance (500,000 yen from overseas, 300,000 yen from within Japan*)

*Only if the distance from the nearest public transit stop at the previous place of residence to the nearest public transit stop at the new place of residence is at least 80 km.

2. Travel Expenses at the time of employment for faculty and dependent family members (actual expenses)

2. Benefits package

*Based on actual benefits in AY2022. Program details are subject to change.

- (1) Provision of a place of residence (rental housing) (professors, associate professors, tenured senior lecturers and fixed-term faculty members *Specified in the employment contract for specially-appointed faculty members)

A residence rented by the Ritsumeikan Trust is provided through an associated company.

1. A company associated with APU will assist you in finding housing.

(Provide property information, accompany you to see potential residences, help you sign a rental agreement, and assist in the processes for electricity, gas, and water utilities when moving in)

2. APU will cover the initial moving-in expenses (security deposit and key money).

*As a rule, only once. You must cover these expenses yourself if you move again.

Housing Subsidy for rental housing

Number of residents (You and co-residing family members)	Standard subsidy amount (rent includes common service charges but not parking space fees)
	Monthly amount
1 person (you)	Rent equivalent (up to 60,000 yen)
Up to 3 people	Rent equivalent (up to 80,000 yen)
4 or more people	Rent equivalent (up to 100,000 yen)



Standard subsidy amount (rent includes common service charges but not parking space fees)
Annual basis
Rent equivalent (up to 720,000 yen)
Rent equivalent (up to 960,000 yen)
Rent equivalent (up to 1,200,000 yen)

*If the rent for your residence exceeds the above standard amount, you are responsible for the extra amount (deducted from your salary).

*5% of your rent (including common service charges) will be deducted from your salary as a usage fee. The minimum usage fee is 10,000 yen.

(2) Housing Allowance (professors, associate professors, tenured senior lecturers and fixed-term faculty members)

*Specified in the employment contract for specially-appointed faculty members)

If you wish to move into a place of residence other than the rental housing described in (1) above in an individual housing agreement or if you own your own home, you can receive a housing allowance.

Housing Allowance (Monthly)

Number of residents (You and co-residing family members)	Standard subsidy amount (rent includes common service charges but not parking space fees)
	Monthly amount
Privately-owned home	40,000 yen
1 person (you)	Rent equivalent (up to 60,000 yen)
Up to 3 people	Rent equivalent (up to 80,000 yen)
4 or more people	Rent equivalent (up to 100,000 yen)



Standard subsidy amount (rent includes common service charges but not parking space fees)
Annual basis
480,000 yen
Rent equivalent (up to 720,000 yen)
Rent equivalent (up to 960,000 yen)
Rent equivalent (up to 1,200,000 yen)

*You are responsible for the deposit and key money and any other expenses.

*The general rule is that a privately-owned home is owned by you and a rental is owned by a third party.

*If you wish to look for a property other than rental housing and are not proficient in Japanese, we will provide support for finding accommodation.

(Provide rental information, accompany you to see potential residences, help you sign a rental agreement, and assist in the processes for electricity, gas, and water utilities when moving in)

(3) Education and Child Care Subsidy (professors, associate professors, tenured senior lecturers and fixed-term faculty members)

*Specially-appointed faculty members cannot receive education and childcare subsidies.)

Faculty and staff with children under age 25 who submit the required paperwork can receive the following allowances.

Education and Child Care Subsidy (Amount per child)

Type *Subsidies are not provided for children attending a type of school other than those listed below.	Subsidy amount (monthly)		Subsidy amount (annual basis)	
	Private	National or public	Private	National or public
Daycare	5,000 yen	5,000 yen	60,000 yen	60,000 yen
Kindergarten	10,000 yen	5,000 yen	120,000 yen	60,000 yen
Elementary school	10,000 yen	5,000 yen	120,000 yen	60,000 yen
Junior high school	20,000 yen	10,000 yen	240,000 yen	120,000 yen
High school	30,000 yen	15,000 yen	360,000 yen	180,000 yen
Specialized training school	30,000 yen	15,000 yen	360,000 yen	180,000 yen
National institute of technology or junior college	40,000 yen	20,000 yen	480,000 yen	240,000 yen
University	40,000 yen	20,000 yen	480,000 yen	240,000 yen
Graduate school	50,000 yen	25,000 yen	600,000 yen	300,000 yen

Example: If you have one child attending private university and one child attending public high school
 → Subsidy amount: 55,000 yen (monthly amount) / 660,000 yen (annual amount) with prescribed conditions

(4) Support for other procedures to secure a base for daily life

Assistance in having an inkan (personal seal) made, various procedures such as resident registration at city office, and opening a bank account

(5) Joining social insurance (health insurance, employees' pension insurance, long-term care insurance)

(6) Health management and promotion

1. Holding periodic health checkups and stress checkups
2. Subsidy program for thorough medical examination (ningen dock) and cancer screening

(7) PMAC welfare programs

1. Loan programs (general loans, mortgages, education loans, marriage loans, disaster relief loans, medical care loans)
 *Only for professors, associate professors, and tenured senior lecturers who have been employed for at least one year continuously
2. Savings plan program, mutual aid pension, and mutual aid term insurance

(8) Marriage

Marriage Allowance, Marriage Gift

(9) Pregnancy and childbirth

1. APU offers **Maternity Leave (Before/After Birth)**, Childcare Leave, Leave for Childbirth by Spouse, and Childcare Leave for Childbirth
2. Various benefits (childbirth or family childbirth, Childbirth Allowance, Childbirth Gift, Childcare Leave Benefits)
3. Exemption of PMAC premiums during Maternity Leave (Before/After Birth) and Childcare Leave

(10) Childcare

1. Subsidy for using babysitters
2. Company-sponsored babysitter discount tickets
3. On campus temporary childcare center for classes held on national holidays
4. Sickness/injury childcare leave program

(11) Family Care

1. APU offers a Nursing Care Leave and a Family Care Leave program
2. Family Care Leave Benefits *Conditions apply
3. Subsidy for using home helpers

(12) Corporate type defined contribution plan (for professors, associate professors, and tenured senior lecturers who are interested)

(13) Optional benefits provided by Benefit Station

Service that offers discounts for partner services and at partner shops around Japan.

(Over 1.4 million services such as travel, entertainment, dining, sports, parenting, long-term care, and correspondence courses)

(14) Other PMAC benefits programs

1. Leisure activity and shopping discounts, discounts at sports and accommodation facilities