

July 17, 2018

OTAKE Toshitsugu

Dean, College of International Management

Dean, Graduate School of Management

Ritsumeikan Asia Pacific University

To whom it may concern:

### **Recruitment of Faculty for Ritsumeikan Asia Pacific University**

1. Recruitment Field, Number of Openings, Type of Employment, etc.:

<b>Field(s)</b>	<b>Openings</b>
Management (Japanese and English)	1

**Type of employment:**

- Fixed-term tenure-track faculty.

\*Depending on the candidate's experience, a tenured faculty position may be offered.

**Position:**

- Professor, Associate Professor or Assistant Professor (equivalent to Senior Lecturer level in UK and Australia)

\*Position will be determined based on qualifications of the successful candidate.

**Courses to be taught:**

- Teaching "Human Resource Management", "Global Human Resource Management" and other Management courses related subjects in Japanese and English at the undergraduate level.
- Teaching "Study Skills and Academic Writing" and "Multicultural Cooperative Workshop" in Japanese and English.
- Supervise undergraduate and/or master thesis writing.
- Continue to make outstanding contributions to research in this field (e.g., publication in peer reviewed journals).
- Agree with and cooperate Accreditation Process.
- Teaching in both Japanese and English is required.
- Teaching Graduate courses for Professor or Associate Professor.

**Qualifications:**

**The applicant must:**

- (1) Hold a Doctorate in the Management field (or expect to complete one within the first year of appointment), and have publications in peer refereed journals; or
- (2) Hold a Master's Degree in the Management field, have 5 years managerial experience at the level of Director in a business, government or international organization, and publications (i.e. books, articles or reports) in this field; and
- (3) Agree with the fundamental principles and goals of APU, and be enthusiastic about education at APU.

2. Date of Appointment: April 1, 2019
3. Duration of Appointment:  
5 years (Fixed-term faculty as based on the "Law concerning Term Limitation of University Educators")

[The APU Tenure Track System]

APU has a system whereby fixed-term faculty members appointed on a tenure-track system undergo an internal screening during the latter half of their third year following appointment. This screening involves a review of the faculty member's educational, research and university administrative achievements. In cases where the faculty member meets the screening criteria as set by the University's regulations, the faculty member will have his/her status changed from fixed-term to tenured, which includes employment through to the age of mandatory retirement. APU assesses faculty members on their research achievements, primarily through the evaluation of peer refereed journal articles.

If a faculty member is not approved for tenure during his/her third year, he/she are eligible to undergo a re-screening during his/her fourth year.

The age of mandatory retirement is 65 years for Professors and 60 years for Associate Professors.

4. Employment Conditions:  
Based on University regulations. Support for research is also available (individual research funds for materials and travel expenses).
5. Affiliation: College of International Management
6. Preferred Qualifications:
  - (1) As the University offers a dual education system in Japanese and English, faculty members are expected to possess communication skills in both languages.
  - (2) In addition to teaching and research, faculty members are required to participate in University administrative activities and work.
7. Documents Required: Please submit 1 copy of each of these documents using the University format. **Please download items (1) through (6), (13) and instructions on how to complete the forms from the APU website ([www.apu.ac.jp](http://www.apu.ac.jp)) in the "Jobs" section.**
  - (1) Curriculum vitae with applicant's signature or printed name with a seal and photo attached (40mm x 30mm) [Form 1]
  - (2) Education, Employment and Research Experience [Form 1]
  - (3) List of Major Education/Research Projects and Other Achievements [Form 2]
  - (4) Microsoft Word Files of (1) through (3) on CD-ROM; there is no need for a seal (hanko) or photograph.
  - (5) Language Proficiency Report [Form 3]
  - (6) Potential Courses of Instruction [Form 4]
  - (7) Statement of Intent for Application [No set format]
  - (8) Teaching Statement explaining teaching beliefs, learning objectives, and practices [No set

format]

(9) Copies of three major publications (books, theses, articles, etc.). Photocopies are acceptable.

(10) Summary of the publications included in (9) above. For each publication, please provide approximately 100 words for English, or 400 characters for Japanese. [No set format]

(11) Letters of Recommendation \*At least 2 letters will be required. (The letters must denote the relationship between recommender and candidate. Please submit original versions of the letters in sealed envelopes.) [No set format]

(12) Proof of highest level of education. (Copy of diploma is acceptable.)

(13) Checklist for Document Submission [Form 5]

- \* Submission of items (1) through (8), and (10) in both English and Japanese is preferred. Applicants who are only able to teach in English may submit application materials in English only.
- \* During the screening process, if necessary you may be requested to provide additional details on past educational and research achievements.
- \* If you are offered a position at APU, you will be required to complete a health check using our official form.
- \* Please note that documents submitted are not returnable. Any personal information that has been provided on the application will be handled with the utmost care in accordance with University regulations. The information will not be used for any other purpose than to screen candidates for employment.

8. Application Deadline: Friday, September 21, 2018 (Applications must be sent by post and arrive by this date)

9. Please submit completed application forms to:  
Attn: Person in charge of Personnel Affairs  
Academic Office  
Ritsumeikan Asia Pacific University  
1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

\*Please be sure to send your application by registered mail, such as “*kakitome-yubin*” in Japan, and mark "APM [Management] Faculty Member Application Enclosed" in red on the envelope.

\*\*For further inquiries, please contact: Ishimoto (Mr.)  
Academic Office, Ritsumeikan Asia Pacific University  
E-mail: [freruit@apu.ac.jp](mailto:freruit@apu.ac.jp)  
Subject: Application for APM [Management] Position

10. Other: Applicants will be asked to present a mock lecture to the interviewing committee at the time of the interview.

\*Please refer to the APU website ([www.apu.ac.jp](http://www.apu.ac.jp)) for more information on the University.



Education and Child Care Subsidy (per month)

Category	Subsidy Amount	
	Private Schools	Public schools (National, Prefectural, Municipal)
Nursery school	¥5,000	¥5,000
Kindergarten	¥10,000	¥5,000
Elementary school student	¥10,000	¥5,000
Junior High school student	¥20,000	¥10,000
High school student	¥30,000	¥15,000
Vocational school student	¥30,000	¥15,000
Technical college/junior college student	¥40,000	¥20,000
University student	¥40,000	¥20,000
Graduate school student	¥50,000	¥25,000

There are predetermined conditions. For more details, please contact the Academic Office.

**(3) Selectable benefits program**

The Trust offers faculty and staff a “selection type(\*)” benefits program operated by JTB Benefit Service, Inc. (\* *Staff and faculty can choose from the options according to their needs*)