

January 16, 2018

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Dean of the College of Asia Pacific Studies

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.:

Field(s)	Openings
Development Studies (Development Administration or Development Policy)	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

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

**Courses to be taught, etc.:**

- The successful candidate will be expected to teach both postgraduate and undergraduate courses in Development Studies. The successful candidate will also be expected to engage in research and perform other faculty duties.
- Able to teach such courses as Development Policy, Politics of Development, Introduction to Development Studies, Internship, Study Skill and Academic Writing
- Undergraduate courses are taught in both English and Japanese and postgraduate courses are taught only in English. It is important for a candidate to be able to conduct lectures and other administrative work not only in Japanese but also in English.

**Qualifications:**

At a minimum, applicants must meet items below.

1. Ph.D., or achievements recognized as equivalent to a Ph.D.
2. Rich research and/or practical experience in development administration or development policy (including social development such as social welfare and health). Work experience in government and/or international organizations would be desirable.
3. Able to teach postgraduate courses in development administration/policy. Able to teach undergraduate courses in development studies, student internship and other related courses.
4. Both Japanese and English proficiency to conduct lectures and work related discussions without difficulties.

2. Date of Appointment: October 1, 2018 in principle

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 Asia Pacific Studies

6. Qualities Expected of Candidates:

- (1) Candidates must agree with the fundamental principles and goals of APU, and be enthusiastic about education at APU.
- (2) Candidates who are experts on a specific region of the Asia Pacific and whose teaching and research achievements focus on that region will be preferred.

7. Documents Required: Please submit 1 copy of each of these documents using the University format. **Please download items (1) through (6), (12) and instructions on how to complete the forms from the APU homepage [www.apu.ac.jp](http://www.apu.ac.jp) in the "Jobs at APU" 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 a 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) Copies of three major publications (books, theses, articles, etc.) Photocopies are acceptable.
- (9) Summary of the publications included in (8) above. For each publication, please provide approximately one side of A4 for English or 400 characters for Japanese. [No set format]
- (10) 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]
- (11) Proof of highest level of education (Copy of diploma is acceptable.)
- (12) Checklist for Document Submission [Form 5]

\* Submission of items (1) through (7), and (9) in both English and Japanese is preferred.

- \* 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, April 27, 2018 (Applications must be submitted by post and arrive by this date.)

9. Please submit completed application forms to:

Ritsumeikan Asia Pacific University

Attn: Person in charge of Personnel Affairs

Academic Office

1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

\*Please be sure to send your application by registered mail (*kakitome-yubin*) and mark "APS Development Studies Faculty Member Application Enclosed" in red on the envelope.

\*\*For further inquiries, please contact:

Academic Office, Ritsumeikan Asia Pacific University

E-mail: [freruit@apu.ac.jp](mailto:freruit@apu.ac.jp)

Subject: Application for APS Development Studies 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

# Ritsumeikan Asia Pacific University Employment Conditions (Benefits System)

## 1. Full-time Faculty Salaries (Annual payment sum of Monthly Salary, Commuting Allowance and Bonus)

*Salaries are based on University regulations.*

Examples (\*)

- Assistant Professor                                 Approx. ¥4,950,000~¥7,770,000
- Associate Professor (35 years old)             Approx. ¥8,390,000
- Professor (50 years old)                         Approx. ¥11,750,000

*\*The above are examples and are not guaranteed*

## 2. Benefits System

- (1) **Housing Provision** (for Permanent Faculty Members, Tenured Senior Lecturers, and Fixed-Term Faculty Members)

Housing rented by the Ritsumeikan Trust will be provided through the related company.

### Housing Subsidies (per month)

No. of members in the household (Including faculty member and dependents)	Base subsidy amount ("Amount equivalent to rent" includes monthly rent and common-area maintenance charges, but excludes parking charges.)
1 person (faculty member only)	An amount equivalent to monthly rent (Up to a maximum of ¥60,000)
Up to 3 people	An amount equivalent to monthly rent (Up to a maximum of ¥80,000)
4 or more people	An amount equivalent to monthly rent (Up to a maximum of ¥100,000)

For more details, please contact the Academic Office.

- (2) **Education and Child Care Subsidy** (for Permanent Faculty Members, Tenured Senior Lecturers and Fixed-Term Faculty Members)

This allowance is issued to faculty and staff who have children under 25, upon application.

### 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*)