To whom it may concern:

Ritsumeikan Asia Pacific University: Call for Faculty Applications

I hope this letter finds you well. The Educational Development and Learning Support Center is currently recruiting faculty for the following positions. I kindly request that you provide this information to any interested individuals.

1. Field, Number of Positions, and Type of Employment:

<table>
<thead>
<tr>
<th>Field</th>
<th>Number of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Development and Study Support</td>
<td>1</td>
</tr>
</tbody>
</table>

Type of Employment

- Fixed-term (tenure-track) faculty member
  * The candidate may be hired as a tenured faculty member depending on his or her work experience and achievements.

Position

- Associate Professor or Assistant Professor
  * The position will depend on work history and achievements. The candidate will be notified of the position when the hiring decision is made.

Duties

Teaching first-year education, global education, and peer leader education subjects and developing, implementing and reviewing classes and programs as a member of the Education Development and Learning Support Center.

More specifically:

- Developing and implementing first-year education subjects and programs
- Developing and implementing peer leader education (student leader development) subjects and programs
- Developing, implementing and reviewing global education subjects and programs
- Academic advising
- Developing and implementing training programs for TA and student leader development

Other duties may include:

- Assisting with pre-enrollment education
- Coordinating first-year education subjects

February 10, 2020

HIRAI Tatsuya
Director, Educational Development and Learning Support Center
Ritsumeikan Asia Pacific University
Developing and implementing FD/SD programs
Assisting with the Honors Program and education in the student dormitory

Subjects
Can teach Study Skills and Academic Writing (in Japanese and English) and Multicultural Collaborative Workshop (in Japanese and English).
Can teach Introduction to Peer Leader Training (in Japanese and English) and Peer Leader Training I (in English).

Application Requirements
Agrees with the basic ideals, key objectives, and unique features of Ritsumeikan Asia Pacific University and is enthusiastic about teaching at APU.
Degree: Possession of a doctoral degree is preferred. However, candidates with master's degrees who possess outstanding experience and/or achievements in the fields of international education and/or first-year education will also be considered.
Area of expertise: Candidates must possess academic expertise in international education (in particular, practical education for intercultural understanding), university education (in particular, practical education using peer groups, university-level pedagogy, and learning outcomes assessment), or other specialized fields suitable for the duties stipulated above.
Experience: Candidates should have work experience in international education, international exchange programs, first-year education, student support, peer leadership education, and/or FD/SD.
Candidates should have the language proficiency to teach in English. (Additionally, it would be desirable that the candidates are also able to teach in Japanese.)
All nationalities accepted.
Candidates must be able to travel to the university on the designated interview date. (After a document screening, interview candidates will be notified of their interview date.)

2. Appointment Date: October 1, 2020

3. Period of Appointment:
Five years (fixed-term faculty member in accordance with the Act on Term of Office of University Teachers, etc.)

About the Tenure-Track System
The university has a tenure-track system under which individuals appointed as fixed-term faculty members can convert to tenured positions after three years by undergoing an internal performance review of teaching, research, university service and satisfying the screening criteria stipulated in internal regulations. The evaluation of research achievements at the university focuses primarily on peer-reviewed publications.
Faculty members who do not pass the screening in their third year may be eligible for a second screening in their fourth year.

Under Japanese law, the mandatory retirement age is 65 for Professors and 60 for Associate Professors.

4. Employment Conditions:
Based on University regulations. Salary includes bonus, housing and transportation allowances.
Support for research is also available (e.g., payment of individual research material expenses and research travel expenses).

5. Affiliation: Educational Development and Learning Support Center
6. Expected Qualifications:
   (1) Because the university employs a dual language education system, candidates are expected to be able to communicate in both Japanese and English to fulfill their official duties.
   (2) Candidates are also expected to partake in university administration in addition to teaching and research.

7. Required Documents: Please submit one copy of each of the required documents.
   Please download items (1) through (6) and (12) as well as instructions for their completion from the homepage below.
   URL: www.apu.ac.jp  > “Jobs at APU”
   (1) Curriculum vitae (with applicant’s signature, or printed name and 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 Items (1) through (3) on CD-R (Name seal and photograph not required)
   (5) Language Proficiency Report [Form 3]
   (6) Potential Courses of Instruction [Form 4]
   (7) Statement of Intent for Application (Please describe your views on first-year education and global leader training at Ritsumeikan Asia Pacific University) [No set format]
   (8) Copies of three major publications (books or articles). Photocopies are acceptable.
   (9) Summary of the publications indicated in Item (8)
      Length: Up to 200 words in English or 400 characters in Japanese for each publication [No set format]
   (10) Letters of Recommendation: At least 2 (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]

Important
* Please submit Items (1) through (7) and Item (9) in both English and Japanese.
* If required during the screening process, you may be requested to provide additional details on past educational and research achievements. Once a decision has been made on your appointment, you will be required to complete a health check using the university’s official form.
* Please note that all documents you submit cannot be returned. Any personal information that has been provided in 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, March 20, 2020 (Applications must be sent by post and arrive by this date)

9. Please submit completed application packets to:
   Attn.: Personnel Affairs Supervisor, Academic Office
   Ritsumeikan Asia Pacific University
   1-1 Jumonjibaru, Beppu City, Oita Pref. 874-8577
   * Please be sure to send your application by registered mail (e.g., kakitome yubin in Japan) and mark "EDLSC(Educational Development and Learning Support Center) Faculty Member Application Enclosed" in red on the envelope.
   * Inquiries: NAGAMATSU
     Academic Office
     Ritsumeikan Asia Pacific University
Email: frecruit@apu.ac.jp
Subject: Application for Educational Development and Learning Support Center Faculty Position

10. Other:
(1) During your interview, you will be asked to give a mock lecture to the interviewers.
(2) Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.

Please refer to the APU homepage (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)

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

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)

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

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)