

To whom it may concern:

**Recruitment of Faculty Members at Ritsumeikan Asia Pacific University**

The Center for Language Education is currently recruiting faculty for the following positions.

Recruitment Subject, Position and Number of Openings:

Subject Name	Position	Type of employment	Openings
English	Associate Professor	Fixed-term (tenure-track) Faculty Member	1

2. Date of Appointment: April 1, 2021

3. Duration of Appointment:

- Fixed-term Faculty Member: 5 years (A fixed-term “tenure track”\* contract based on the “Law Concerning Term Limitation of University Educators”)

\* 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 by undergoing an internal performance review of teaching, research, university service in the latter half of their third year and satisfying the screening criteria stipulated in internal regulations. The evaluation of research achievements at the university focuses primarily on publications.

Faculty members who do not pass the screening in their third year may be eligible for a second screening in their fourth year.

\* The candidate may be hired as a tenured faculty member depending on his or her work experience and achievements.

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

4. Employment Conditions:

In accordance with the regulations of Ritsumeikan Asia Pacific University, the employment package will include bonus, housing and transportation allowances.

5. Affiliation: Successful candidates will be affiliated to the Center for Language Education.

6. Expectations of Candidates:

- (1) Candidates must agree with the fundamental principles and goals of APU.
- (2) Candidates should have a high level of experience and knowledge of their language education subject.
- (3) Candidates must have the ability and desire to take responsibility for the following activities.
  - a) Development and improvement of educational systems, teaching materials and evaluation methods.
  - b) Design and promotion of faculty development (FD) activities.
  - c) Direction of language faculty, including program coordinators.

- d) Management or support for pre-enrollment and remedial education.
- e) Extracurricular educational activities as required.
- f) Subjects to be instructed: English Subjects (From elementary to advanced levels)
- g) Serve as an academic adviser, providing educational support to students

(4) It is desirable that applicants for English teaching positions are proficient in Japanese.

#### 7. Minimum Qualifications for Application:

Candidates must meet the following requirements (1) and (2).

- (1) Candidates must have experience teaching students for whom English is not a native language at a university or other institute of higher education either in Japan or abroad.
- (2) Candidates must have completed a doctoral degree or expect to obtain a doctoral degree by the time of appointment in English Linguistics or related to the field of English Language Education. However, candidates who have capabilities equivalent to a doctoral degree holder due to research or practical achievements are eligible to apply.

#### 8. Documents Required:

Please submit 1 copy of each of these documents in the University's preferred format. **Please download items (1), (2), (4) and instructions on how to complete the forms from the "Jobs" section of the APU website ([www.apu.ac.jp](http://www.apu.ac.jp)) .**

- (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 Statement** [Form 1]
- (3) **Microsoft Word Files of documents (1) and (2) on data media such as USB** (no need for signature, stamp or photograph)
- (4) **Language Proficiency Report** [Form 3]
- (5) **Statement of Intent for Application** (Please include your aspirations for Ritsumeikan Asia Pacific University, etc.) [No set format]
- (6) **Proof of highest level of education** (Copy of diploma is acceptable)
- (7) **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]

\*Submission of items (1), (2) and (3), in both English and Japanese, is preferred.

(Non-native Japanese applicants may submit application documents in English only, however we may require them to submit a Japanese version upon request.)

\*During the screening process, if necessary, you may be requested to provide additional details on past educational and research experience.

\*Please note that submission of a health check form with the application is not required. However if you are offered a position at APU, you will be asked to complete a health check using our official form by the date of the appointment.

\*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.

#### 9. Application Deadline:

**Wednesday, 28 October, 2020 (Applications must arrive by this date)**

10. Interview

Candidates selected at the first screening will be invited to an interview, which will be held at APU or online. Candidates are required to participate in the interview on the designated date.

Interview date: November 21 (Sat.) or 22(Sun.)

11. Please submit completed application forms to:

Ritsumeikan Asia Pacific University Academic Office

Attn: Personnel Affairs Unit

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

\*Please be sure to send your application by registered mail (kakitome-yubin) and mark "CLE English Associate Professor Position Application Enclosed" in red on the envelope.

\*For further inquiries, please contact

NAGAMATSU Koji

Academic Office, Ritsumeikan Asia Pacific University

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

Subject: Application for CLE English Associate Professor Position

12. Other:

(1) Applicants will be asked to present a mock lecture to the interviewing committee at the time of the interview. Details of the interview will be sent to successful candidates.

(2)Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.

\* 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*)