January 31, 2020

OTAKE Toshitsugu
Dean, College of International Management
Dean, Graduate School of Management
Ritsumeikan Asia Pacific University

To whom it may concern:

**Ritsumeikan Asia Pacific University: Call for Faculty Applications**

I hope this letter finds you well. The College of International Management 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>Management (Instruction of classes in Japanese)</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**
- Professor, 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.

**Subjects and Other Qualifications**
- Can teach Study Skills and Academic Writing (in Japanese and English) and Multicultural Collaborative Workshop (in Japanese and English).
- Can supervise undergraduate theses or master’s theses (in English).
- Can contribute to the university’s research profile by conducting international research in the stated field.
- Understands and can assist with the accreditation process.
- Possesses the language proficiency to teach in both English and Japanese.
- For candidates hired as Professors or Associate Professors: Can teach graduate school subjects.

**Application Requirements**

The candidate must meet Requirement (1) or (2) as well as Requirement (3) below.

1. Possesses a doctoral degree in management (or is scheduled to obtain one within one year of appointment) and has experience publishing articles in peer-reviewed journals.

2. Possesses a master’s degree in management and at least five years of practical experience in a management position (Director (bucho in Japanese) or higher) in a government agency, international organization, or company and has experience publishing books, articles, and/or reports in the field of management.
2. Appointment Date: October 1, 2020 or April 1, 2021

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 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 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. Support for research is also available (e.g., payment of individual research material expenses and research travel expenses).

5. Affiliation: College of International Management

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 (13) 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 [No set format]
   (8) Teaching Statement (explaining teaching beliefs, learning objectives, and practices) [No set format]
   (9) Copies of three major publications (books or articles). Photocopies are acceptable.
(10) Summary of the publications indicated in Item (9)
   Length: Up to 100 words in English or 400 characters in Japanese for each publication [No set format]
(11) 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]
(12) Proof of highest level of education (Copy of diploma is acceptable)
(13) Checklist for Document Submission [Form 5]

**Important**
* Please submit Items (1) through (8) and Item (10) in both English and Japanese.
* If required during the screening process, candidates may be requested to provide additional details on past educational and research achievements.
  Once a decision has been made on a candidate’s appointment, he or she 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: **Thursday, March 26, 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 "APM (Management) 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 APM (Management) 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</th>
<th>Base subsidy amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Including faculty member and dependents)</td>
<td>(“Amount equivalent to rent” includes monthly rent and common-area maintenance charges, but excludes parking charges.)</td>
</tr>
<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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Private Schools</td>
</tr>
<tr>
<td>Nursery school</td>
<td>¥5,000</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>¥10,000</td>
</tr>
<tr>
<td>Elementary school student</td>
<td>¥10,000</td>
</tr>
<tr>
<td>Junior High school student</td>
<td>¥20,000</td>
</tr>
<tr>
<td>High school student</td>
<td>¥30,000</td>
</tr>
<tr>
<td>Vocational school student</td>
<td>¥30,000</td>
</tr>
<tr>
<td>Technical college/junior college student</td>
<td>¥40,000</td>
</tr>
<tr>
<td>University student</td>
<td>¥40,000</td>
</tr>
<tr>
<td>Graduate school student</td>
<td>¥50,000</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*)