

November 13, 2018

LI Yan

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 (APU)

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

Field(s)	Openings
Hospitality & Tourism (Hotel/Tourism Management, Policy & Governance)	1

Type of employment:

- Fixed-term tenure-track faculty.

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

Position:

- Associate Professor or Assistant Professor

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

Main courses to be taught, etc. ※

- Successful candidates should be able to teach undergraduate courses on hotel/tourism management, policy and governance such as "Hospitality Management", "Tourism and Hospitality Law", "Tourism Development and Planning" and "Tourism Economics" in English.
- Candidate is also expected to teach other foundation or skill development courses, such as "Study Skills and Academic Writing" if required.

※The position also requires teaching other courses and duties as needed by APU.

Qualifications:

At a minimum, applicants must meet 3 items below.

1. Ph.D. in Hospitality or Tourism (or expected to complete one by the time of appointment).
2. Have publications in peer-refereed journals commensurate with the level of Assistant or Associate Professor.
3. English proficiency to deliver courses and carry out administrative tasks (Japanese proficiency is not required, but preferable).

Qualities Expected of Candidates:

- Candidates must agree with the fundamental principles and goals of APU, and be enthusiastic about education, research and administration at APU.
- Candidates who are experts on a specific region of the Asia Pacific will be preferred.
- Teaching experience in higher education is an advantage.
- Industry experience and/or professional certificate is desirable

APU promotes the diversity of its faculty members and welcomes applications from underrepresented groups, particularly women.

Others

- APU is currently recruiting for the following two fields under Hospitality & Tourism: “*Special Interest Tourism*”; and “*Hotel / Tourism Management, Policy & Governance*” Applicants who wish to apply for both fields must state their intention in [Form 5]. In this case, applicants do not need to submit two separate sets of application documents.

2. Date of Appointment: October 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 is 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 the University regulations. Support for research is also available (individual research funds for materials and travel expenses).

5. Affiliation: College of Asia Pacific Studies

6. Documents Required: Please submit 1 copy of each of these documents using our format. **Please download items (1) through (6), (12) and instructions on how to complete the forms from the APU homepage 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 a CD-R: 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.

7. Application Deadline:

February 28, 2019 (Applications must be submitted by post and arrive by this date.)

8. 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 Hospitality & Tourism 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

Subject: Application for APS Hospitality & Tourism (Hotel/Tourism Management, Policy & Governance) Position

9. 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 > 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*)