

Ritsumeikan Asia Pacific University, Dean of the College of Asia Pacific Studies
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To Whom it May Concern:

**Recruitment of Faculty for Ritsumeikan Asia Pacific University,
College of Asia Pacific Studies**

The College of Asia Pacific Studies invites applications for a faculty position according to the following guidelines. Please inform any relevant persons. Thank you for your cooperation.

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

Field(s)	Openings
Economics (American Economy / European Economy)	1

Type of Employment

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

Position

- Associate Professor or Assistant Professor
*The rank and term of the appointment will be set at the time the decision is made to appoint the candidate, based on the candidate's performance, experience, etc.

Courses to be taught:

- Candidates can teach at least one of the two undergraduate courses "American Economy (Including South America)" or "European Economy," and at least two of the four fundamental courses "Introduction to Economics," "Macroeconomics," "Microeconomics," or "Global Economy"
- Candidate is required to be able to teach in English. Candidates who can also teach in Japanese are preferred. At APU, in principle the same course is offered in both English and Japanese. Graduate school courses are offered in English only.
- Assistant professors are required to teach eight class-hours per year. Associate Professors and Professors are required to teach ten class-hours per year.

Application Requirements

Applicants should meet requirements ① - ③ shown below.

- ① Doctoral degree in a relevant field (or expected to graduate with a Doctoral degree by the time of appointment), or with academic achievements equivalent to a Doctoral degree.
- ② Have at least one publication in a peer-reviewed journal in the past 5 years.
If a candidate is ABD (All But Dissertation), then they must have passed the screening for their dissertation plan and be eligible to submit their dissertation. To be appointed as an associate professor, at least 3 publications in the past 5 years are required.
- ③ Sufficient English proficiency to teach, guide students, and engage in administrative duties.

2. Date of Appointment: October 1, 2022 or April 1, 2023

3. Duration of Appointment:

5 Years (Fixed-term faculty, based on "Law Concerning Term Limitation of University Educators")

Explanation of APU Faculty Structure and Positions

[The APU Tenure Track System]

Fixed-term faculty members (associate professors) hired under the tenure-track system are subject to an internal review of their performance in education, research, and university administration around the fourth year after their appointment. As a result of the review, if the faculty member meets the criteria for review in accordance with university regulations, the position will be changed to a tenure-track position and they will be rehired until retirement.

[Assistant Professors]

Ritsumeikan Asia Pacific University offers the Assistant Professor position to individuals who have just obtained or are about to obtain their Doctoral degree with the aim of nurturing new faculty members. Following their term as assistant professor, an internal review will be conducted on the faculty member's achievements in education and research. As a result of the review, if the faculty member meets the criteria for review in accordance with university regulations, they will be promoted to the position of fixed-term associate professor. The tenure-track system will be applied to these fixed-term associate professors, and they will be able to change their job title to tenure-track position in accordance with the [The APU Tenure Track System] above.

[Retirement]

The retirement age for tenured faculty is 65 for professors and 60 for associate professors.

4. Employment Conditions:

Based on university regulations. Research support 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 certain region (North and South America or Europe) and whose teaching and research achievements are focused on that region are preferred.
- ③ Candidates who have university teaching experience are preferred.

7. Required Documents:

Please download items ① through ⑥, ⑧, ⑩ and instructions on how to complete information in the designated format (form) from the following website.

URL: www.apu.ac.jp in the “Jobs” section

- | | |
|---|--------------|
| ① Curriculum vitae (Both PDF data and Microsoft Word data)
Please include both a “Signed or Stamped PDF data” AND
“Microsoft Word data (signature / seal not required)” | [Form 1] |
| ② Education, Employment, and Research Experience (Microsoft Word) | [Form 1] |
| ③ List of Major Education / Research Projects and Other Achievements
(Microsoft Word) | [Form 2] |
| ④ Language Proficiency Report (Microsoft Excel) | [Form 3] |
| ⑤ Potential Courses of Instruction (Microsoft Excel) | [Form 4] |
| ⑥ Statement of Purpose (Reason for applying to work at APU, etc.) | [Form 5] |
| ⑦ Copies of three major publications (books, theses, articles, etc.) (PDF)
(Less than three also accepted, dissertation applications are acceptable if applicant is ABD) | |
| ⑧ Summary of publications included in ⑦ above. (In English, 1 A4 page or less) | [Form 6] |
| ⑨ Letters of Recommendation – At Least Two | [Any format] |

Letters must denote the relationship between recommender and candidate.

Please ask the recommender to send the letter of recommendation directly to the email address shown in “9. Please submit completed application forms to:” below.

Only letters of recommendation sent directly from recommenders will be accepted.

- ⑩ Proof of highest level of education (PDF) (Copy of diploma is acceptable). If a candidate is ABD, please submit proof of ABD.
- ⑪ Checklist for Document Submission (Microsoft Excel) [Form 7]

Send documents ① - ⑧, ⑩ and ⑪ to the email address shown in section 9 below. After you submit documents ① - ⑧, ⑩ and ⑪, please promptly fill out the survey below to indicate you have submitted your documents.

<https://survey2.apu.ac.jp/limesurvey/index.php/798883?lang=en>

[Notes and Warnings]

- ※Submission of items ① - ⑥ above in both English and Japanese is preferred.
- ※All submitted files should be password protected. The password should be sent to the email address shown in 9 in a separate email from the one with the files, as soon as possible after the files are sent.
- ※All submitted files should have [Your Name] at the beginning of the file name.
- ※You may be requested to provide additional details on your educational and research achievements as part of the screening process.
- ※If you are offered a position at APU you will be requested to complete a health check and submit the results via our official form.
- ※Please note that we will be unable to return any submitted documents. Any personal information provided as part of the application will be handled with the utmost care in accordance with University regulations. The information will not be used for any purpose other than screening candidates for employment.

8. Application Deadline:

Friday, March 25, 2022 by 23:59 (JST)

9. Please submit completed applications to:

E-mail: aps-ap@apu.ac.jp

Subject: “APS (Economics: American Economy / European Economy) Faculty Application Documents”

***Please only use the above email address when submitting your application. If you have any questions or concerns, please contact us via the email address shown in “10. Inquiries” below.**

10. Inquiries:

Ritsumeikan Asia Pacific University Academic Office

E-mail: freruit@apu.ac.jp

Subject: “APS (Economics: American Economy / European Economy) Faculty Recruitment”

***Please do not send your application to this email address. The application should be sent to the email address shown in 9 above.**

11. Other:

- (1) Applicants who pass the document screening will be asked to give a presentation on their research and give a mock lecture to the interviewing committee at the time of the interview.
- (2) Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.

We value diversity, so we look forward to receiving applications from individuals with wide and varied backgrounds and work experience.

End

Please refer to our website for more information on the University. (www.apu.ac.jp)

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 (30 years old) Approx. ¥4,950,000~¥5,980,000
- 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 (Rental Housing) (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.

(1) A company associated with APU will assist you in finding housing.

The company will also complete the paperwork for your contract with the real estate agent on your behalf.

(2) APU will cover the initial moving in expenses (security deposit and key money).

*As a rule, only once. You must cover these expenses yourself if you move again.

Rental Housing Residence Fee Subsidy

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.)	Base subsidy amount ("Amount equivalent to rent" includes monthly rent and common-area maintenance charges, but excludes parking charges.)
	per month	
1 person (faculty member only)	An amount equivalent to monthly rent (Up to a maximum of ¥60,000)	An amount equivalent to monthly rent (Up to a maximum of ¥720,000)
Up to 3 people	An amount equivalent to monthly rent (Up to a maximum of ¥80,000)	An amount equivalent to monthly rent (Up to a maximum of ¥960,000)
4 or more people	An amount equivalent to monthly rent (Up to a maximum of ¥100,000)	An amount equivalent to monthly rent (Up to a maximum of ¥1,200,000)

*If the rent for the place you live exceeds the above standard rent, you are responsible for the excess amount (deducted from your salary).

*5% of your rent (including common service charges) will be deducted from your salary as a usage fee. The minimum usage fee is ¥10,000.

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 (Amount per child)

Category	Subsidy Amount (per month)		Subsidy Amount (annual basis)	
	Private Schools	Public schools (National, Prefectural, Municipal)	Private Schools	Public schools (National, Prefectural, Municipal)
Nursery school	¥5,000	¥5,000	¥60,000	¥60,000
Kindergarten	¥10,000	¥5,000	¥120,000	¥60,000
Elementary school student	¥10,000	¥5,000	¥120,000	¥60,000
Junior High school student	¥20,000	¥10,000	¥240,000	¥120,000
High school student	¥30,000	¥15,000	¥360,000	¥180,000
Vocational school student	¥30,000	¥15,000	¥360,000	¥180,000
Technical college /junior college student	¥40,000	¥20,000	¥480,000	¥240,000
University student	¥40,000	¥20,000	¥480,000	¥240,000
Graduate school student	¥50,000	¥25,000	¥600,000	¥300,000

Example: If you have one child attending private university and one child attending public high school

→ Subsidy amount: ¥55,000 (monthly amount) / ¥660,000 (annual amount)

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*)