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 Ritsumeikan Asia Pacific University

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
Area Studies	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 notified at the time of appointment decision according to performance, experience, etc.

Courses to be taught:

Liberal Arts Subjects: "Introduction to Culture and Society", "Religions of the Asia Pacific(J/E)"
 Undergraduate Major Subjects: "Introduction to Area Studies(J/E)", "Area Studies(J/E)",
 "Ethnicity and the Nation State(J)", "Field Study", "Research Methods(J)". Those who can teach several subjects among the above. The successful candidate may be asked to teach postgraduate courses

- Ability to teach in Japanese and English is preferred. Postgraduate courses are taught only in English
- Specialize in one of the Asia Pacific regions and have language proficiency in the target region.
- Must be able to plan projects in the target area and lead students on fieldwork.
- Assistant professors are required to teach eight class-hours per year. Professors and associate professors are required to teach ten class-hours per year.

Qualifications

Those who meet the following 1 to 3.

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. Must have multiple publications, including peer-reviewed articles and books related to area studies. For ABD (All But Dissertation) cases, candidates 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 peer-reviewed journals in the past 5 years will be required.
3. Native speakers of Japanese are preferred to have the English language skills necessary to teach classes, supervise students, and perform university administrative duties. Similarly, non-native speakers of Japanese are preferred to have Japanese language skills.

2. Date of Appointment: October 1, 2022

3. Duration of Appointment:

5 years (Fixed-term faculty as based on the "Law concerning Term Limitation of University Educators")

Explanation of APU Faculty structure and positions

【The APU Tenure Track System】

The fixed-term faculty members (associate professor) 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 meets the criteria for review in accordance with the 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 about to obtain their Doctoral degree with the aim of nurturing new faculty. Following the term as assistant professor, an internal review will be conducted on the faculty's achievements in education and research. As a result of the review, if the faculty meets the criteria for review in accordance with the 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 above [The APU Tenure Track System].

【 Retirement 】

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

4. Employment Conditions:

Based on University regulations. Support for research 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 specific region of the Asia Pacific including Japan and whose teaching and research achievements focus on that region will be preferred..
- ③ Teaching experience in higher education is an advantage.
- ④ A willingness to contribute to university work and the community is desirable.

7. Documents Required:

Please download items ① through ⑥, ⑧,⑩ and instructions on how to complete the forms from the following website.

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

- ①Curriculum vitae (Both PDF data and Microsoft Word data) [Form 1]
Please submit both "PDF data with signature or printed name with a seal of the person" and "Microsoft Word data (signature and seal not required)".
- ②Educational and Research Achievements (Microsoft Word Data) [Form 1]
- ③List of Major Education/Research Projects and Other Achievements (Microsoft Word Data) [Form 2]
- ④Language Proficiency Report (Microsoft Excel data) [Form 3]
- ⑤Potential Courses of Instruction (Microsoft Excel data) [Form 4]
- ⑥Statement of Intent for Application (About Ritsumeikan Asia Pacific University Aspirations, etc.) [Form 5]
- ⑦Copies of three major publications (books, theses, articles, etc.) (PDF data) (less than three are acceptable, dissertation applications are acceptable for ABD)
- ⑧Summary of the publications included in ⑦ above. For each publication, please provide approximately one side of A4 for English. [Form 6]
- ⑨Letters of Recommendation *2 letters will be required. [Any Format]
The letters must denote the relationship between recommender and candidate.
Please ask the recommender to send the letter of recommendation to the e-mail address in “9. Please submit completed application forms to:” Only letters of recommendation sent directly from recommenders will be accepted.
- ⑩Proof of highest level of education (PDF Data) (Copy of diploma is acceptable)
In the case of ABD, please submit the proof of ABD.
- ⑪Checklist for Document Submission (Microsoft Excel Data) [Form 7]

Send the documents ① to ⑧ and ⑩ to ⑪ to the e-mail address in “9. Please submit completed application forms to:” Also, when the submissions ① to ⑧ ⑩,⑪ are completed, please respond promptly to the following survey replying that you have submitted them.

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

<N.B.>

- * Submission of items ① through ⑥ in both English and Japanese is preferred.
- * All files to be submitted must be password protected. The password must be sent to the e-mail address in "9. Please submit completed application forms to:" by a different e-mail from the one used to send the file, as soon as possible after the file is sent.
- * All files to be submitted must have [Your Name] at the beginning of the file name.
- * 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.

8. Application deadline:

Friday, January 7, 2022, 23:59 (JST)

9. Please submit completed application forms to:

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

Subject: "APS (Area Studies) Faculty Application Documents"

*** Please use the above e-mail address only when you submit the application forms. If you have any questions, please contact us via e-mail address in "10. Inquiry to:."**

10. Inquiry to:

Ritsumeikan Asia Pacific University Academic Office

E-mail: frecurit@apu.ac.jp

Subject「APS (Area Studies) Faculty Recruitment」

***Please do not send the application forms to this e-mail address.**

Please send them to the e-mail address in "9 Please submit completed application forms to:."

11. Other:

(1) Applicants will be asked to present 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 the APU website < 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 (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*)