

September 27, 2021

To Whom It May Concern

Ritsumeikan Asia Pacific University
Director of EDLSC
HIRAI Tatsuya

Recruitment of Faculty for Ritsumeikan Asia Pacific University

The Educational Development and Learning Support Center (EDLSC) is recruiting a faculty member as outlined below. Please inform any relevant persons. Thank you very much for your cooperation.

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

Field(s)	Openings
First-year Education /International Education Coordinator	1

Type of Employment:

- Full-time faculty

Position:

- Assistant professor

Duties:

To develop distinctive First-year Education systems, classes, and programs for First-year Education in the Educational Development and Learning Support Center to further advance APU's preeminent multicultural education and have it become a global university which cultivates "Individuals who can change the world." Specifically, to oversee First-year Education courses, and Peer Leader and Global Education courses as necessary.

- Development and implementation of courses and programs related to First-year Education
- Development and implementation of courses and programs related to Peer Leader Education (Student Leader Training)
- Development, implementation, and measurement of effectiveness of courses and programs related to Global Education

In addition, the following duties are expected:

- Duties as Coordinator of First-year Education courses
- Development and implementation of training for TAs and Student Leader Training
- Support for pre-enrollment education

Courses, etc.:

- Able to teach multiple *koma* of "Study Skills and Academic Writing: SSAW (Japanese / English Lecture)"
- Able to teach "Multicultural Collaboration Workshop: MCW (Japanese / English Lecture)"
- Able to teach "Introduction to Peer Leader Training (Japanese / English Lecture)"
- Able to oversee Overseas Programs such as "FIRST (Japanese / English Lecture)"

Qualifications:

- Applicants should support the philosophy, fundamental goals, and characteristics of Ritsumeikan Asia Pacific University, and be enthusiastic about education at APU.
- Degree: A doctoral degree is preferable, but a graduate degree is also acceptable.
- Applicants should have at least one academic paper that was published within the past 5 years. In the case of ABD (All But Dissertation), applicant must have passed the screening for their dissertation plan and be

- eligible to submit their dissertation (one published academic paper within the past five years is not required.)
- Preferred areas of expertise: Applicants should have specialized knowledge suitable for overseeing First-year Education and educational development at APU, such as first-year education, education technology (teaching methods for university and learning assessment measurement), and international education (especially in practical areas of education on intercultural understanding).
 - Work experience, achievements, etc.: Candidates with achievements and work experience related to First-year Education, student support, international education, Peer Leader Education, and career education are preferred.
 - Candidates with the language ability to teach in both Japanese and English are preferred.
 - All nationalities are welcome to apply.

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”)

[Assistant Professor]

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. Following the term as assistant professor, there will be an internal review of their academic and research performance. If the results of the review meet the criteria set out in the internal regulations, the faculty member may be eligible for a change of status to fixed-term associate professor. Fixed-term associate professors may be eligible for a change of status to tenured faculty based on the APU Tenure Track system explained below.

[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. If the results of the review meet the criteria set out in the internal regulations, the faculty member may be eligible for a change of status to tenured faculty, which guarantees them stable employment without fixed term until their retirement age, or for reemployment as a fixed-term faculty member.

[Retirement]

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

4. Employment Conditions:

Employment conditions are based on University regulations. The salary includes bonuses, housing allowance, and transportation allowance. Support for research is also available (individual research funds for materials and travel expenses.)

5. Affiliation: Educational Development and Learning Support Center

6. Qualities Expected of Candidates:

- (1) As APU conducts education bilingually in Japanese and English, the ability to communicate in both languages during the course of work is expected.
- (2) In addition to education and research, participation in university administration is required.

7. Documents Required: Please submit 1 copy of each of these documents using the University format. **Please download items (1) through (6), (13), 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 [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)~(3) on a CD-R or USB: there is no head for a seal (*hanko*)
- (5) Language Proficiency Report [Form 3]
- (6) Potential Courses of Instruction [Form 4]
- (7) Statement of Intent for Application (Regarding "Specific proposals to advance First-Year Education at Ritsumeikan Asia Pacific University towards cultivating individuals who can change the world," etc.) [No set format]
- (8) Teaching Statement (Please include the followings: 1) your teaching philosophy and values, 2) your strengths and unique characteristics as an educator, 3) impactful past experiences that shaped your development as an educator, 4) concrete suggestions as to how you want to involve in the APU's education, so that APU can make a leap as an exceptional global university that produces future global leaders. [No set format]
- (9) Copies of three major publications (books, theses, articles, etc.) (Photocopies, less than two publications, and dissertation applications for ABD are acceptable.)
- (10) Summary of the publications included in (9) above. For each publication, please provide a summary within 400 characters for Japanese or 200 words for English. [No set format]
- (11) Letters of Recommendation * 2 letters will be required. (The letters must denote the relationship between recommender and candidate. Please submit original version of the letters in sealed envelopes. [No set format]
- (12) Proof of highest level of education (Copy of diploma is acceptable.) In case of ABD, please submit the proof of ABD.
- (13) Checklist for Document Submission [Form 5]
*After sending the items (1) through (13) by post, 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)~(7) and (10) 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 the 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.

- * Please bind the documents with a clip rather than a staple.
- * Regarding books and articles, please submit a copy of the relevant section (please refrain from submitting the entire book or journal).

8. Application Deadline:

Friday, November 5, 2021 (Applications must be submitted by post and arrive by this date.)

9. Please submit completed application forms to:

Ritsumeikan Asia Pacific University

Attn: Person in Charge of Personal 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 “Educational Development and Learning Support Center (EDLSC) 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 EDLSC Position

10. Other:

- (1) Applicants will be asked to present a mock lecture in both Japanese and English 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*)