

April 5, 2021

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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, which is among the upper echelon of business schools worldwide accredited by the Association to Advance Collegiate Schools of Business (AACSB), is currently recruiting faculty for the following position. I kindly request that you provide this information to any interested individuals.

1. Field, Number of Positions, and Type of Employment:

Field	Number of Positions
Management (Instruction of classes in English) * Management 3	1

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 the subjects of Family Business (undergraduate and graduate), Human Resource Management, Introduction to Management and other related subjects both at the graduate and undergraduate levels.
- Can supervise undergraduate theses or master's theses.
- Can contribute to the university's research profile by publishing peer reviewed, high quality research in the stated field.
- Committed to assurance of learning and fulfilling the standards for accreditation.

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 (*buchō* 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.

- (3) Agrees with the basic ideals, key objectives, and unique features of Ritsumeikan Asia Pacific University and is enthusiastic about teaching at APU.

2. Appointment Date: April 1, 2022 or October 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.)

The Tenure-Track System

The fixed-term faculty members 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 (it depends on the position at the time of appointment). The evaluation of research performance at our university will be based mainly on peer-reviewed publications.

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 (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 coordinate and communicate with faculty teaching in both Japanese and English.
- (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 with a seal (hanko) [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 (no need for signature and seal (hanko))
- (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]

* 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>

Important

- * Application documents can be submitted in either Japanese or English, but to facilitate the screening process, English versions of Items (1), (2), (3), (7), (8), and (10) are required. Please submit documents in both languages where possible.
- * 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: **Friday, May 14, 2021** (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 "APMGSM (Management 3) 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 APMGSM (Management 3) 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)

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.)
1 person (faculty member only)	An amount equivalent to monthly rent (Up to a maximum of ¥60,000)
Up to 3 people	An amount equivalent to monthly rent (Up to a maximum of ¥80,000)
4 or more people	An amount equivalent to monthly rent (Up to a maximum of ¥100,000)

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 (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*)