

December 16, 2022
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Dean, School of Management
Ritsumeikan Asia Pacific University

Ritsumeikan Asia Pacific University: Call for Faculty Applications

We are pleased to announce that the Ritsumeikan Asia Pacific University (APU) School of Management in Japan has open positions at a professor, associate professor, or assistant professor level. The school is AACSB and AMBA accredited.

The School of Management holds the core values of Diversity & Inclusion, Leadership, Social Responsibility, Creativity & Innovation, and Global Aspiration. It is committed to providing equal opportunities to all qualified candidates and increasing diversity so its faculty, disciplines, students, and the community can benefit from multiple cultural and gender perspectives. Consideration will be given to applicants who have shown potentials for scholarly impact, commitment to SOM core values and dedication to educating a diverse student body to enhance personal growth and academic success.

I kindly request that you provide this information to any interested individuals. Thank you for your consideration and cooperation.

We look forward to receiving applications from individuals with diverse backgrounds and work experience.

Field	Business and Management Major Category: Social Sciences Subcategory: Management
Primary Courses to be Taught	<ul style="list-style-type: none">● Can teach courses related to the areas of accounting, finance, management, marketing, entrepreneurship, business analytics, or other business-related disciplines.● Candidate is required to be able to teach in Japanese or English.● Other subjects to teach will be decided upon consultation with the successful candidate and in consideration to their professional experience, research fields, interests, and educational needs of the university.● Duties include generating research publications, supervising students' research and projects, and providing service to the school.● Candidate is expected to be able to communicate and interact in English. <p>At APU, undergraduate subjects are offered in both English and Japanese, and graduate subjects are offered entirely in English. Official business on campus is conducted in either English or Japanese.</p>
Type of Employment	<ul style="list-style-type: none">● Specially-appointed faculty member<ul style="list-style-type: none">➢ The "Specially-appointed faculty member" are persons who have excellent

	<p>research achievements and practical experience, or who have various networks, and are appointed for special needs in APU education and research. Period of appointment is one year (Contracts may be renewed up to four times. Please note that the maximum age for this position is 70.)</p>
Position	<p>Professor or Associate Professor</p> <p>* The position will depend on work history and achievements. The candidate will be notified of the position when the hiring decision is made.</p>
Number of Positions	3
Application Requirements	<p>The candidate must meet Requirement (1) or (2) as well as Requirement (3), (4), and (5) below.</p> <p>(1) Possesses a doctoral degree in a discipline related to the position of interest (or is scheduled to obtain one within one year of appointment) and has experience publishing articles in peer-reviewed journals. In the case of ABD (All But Dissertation), the candidate must have passed the dissertation plan review and be eligible to submit the dissertation.</p> <p>(2) Possesses a master's degree in a discipline related to the position of interest and at least five years of practical experience in an executive/senior-level position in a company, government agency, or international organization, and has experience in consulting or publishing books, and articles in the field of interest.</p> <p>(3) Be fluent in the language of class instruction (English or Japanese). Ability to teach both in English and Japanese is an advantage, but not required.</p> <p>(4) Show the ability and willingness to work in a culturally and academically diverse school.</p> <p>(5) Show commitment to assurance of learning and meeting the standards for accreditations, including AACSB and AMBA.</p>
Date of Appointment	October 1, 2023 or April 1, 2024
Period of Appointment	Specially-appointed faculty member: One year (Contracts may be renewed up to four times. Please note that the maximum age for this position is 70.)
Affiliation	College of International Management
Place of Employment	Ritsumeikan Asia Pacific University (Beppu City, Oita Prefecture)
Teaching Hours	Professor and Associate Professor: Five class-hours (100 minutes per class-hour) per week on average throughout the year
Employment Conditions	The school provides monthly salary. A support system for research is provided (e.g.i.e., payment of individual research material expenses and research travel expenses). Relocation, housing, education and child-care, and transportation allowances are also available. While most faculty members live in Beppu City, some faculty members live in Oita City and Fukuoka City.

Other Information	<p>(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 (with the committee acting as students) at the time of the interview.</p> <p>(2) Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.</p> <p>(3) We value diversity, so we look forward to receiving applications from individuals with wide and varied backgrounds and work experience.</p>
Documents for Submission	<p>Please download items (1) through (6), (8), (12) and instructions on how to complete information in the designated format (form) from the following website. URL: www.apu.ac.jp in the “Jobs at APU”</p> <p>(1) Curriculum vitae (Both PDF data and Microsoft Word data) [Form 1] Please submit both a PDF file with a signature or name seal affixed and Microsoft Word data (no signature or name seal required).</p> <p>(2) Education, Employment, and Research Experience (Microsoft Word) [Form 1] Please submit Microsoft Word data.</p> <p>(3) List of Major Education / Research Projects and Other Achievements [Form 2] (Microsoft Word) Please submit Microsoft Word data.</p> <p>(4) Language Proficiency Report (Microsoft Excel) [Form 3] Please submit Microsoft Excel data.</p> <p>(5) Potential Courses of Instruction (Microsoft Excel) [Form 4] Please submit Microsoft Excel data.</p> <p>(6) Statement of Intent for Application (Reason for applying to work at APU, etc.) [Form 5] Please submit Microsoft Word data.</p> <p>(7) Copies of three major publications (books, theses, articles, etc.) (PDF) (Less than three also accepted, dissertation applications are acceptable if applicant is ABD)</p> <p>(8) Summary of publications included in (7) above. [Form 6] In English. Within one page of A4. Please submit Microsoft Word data.</p> <p>(9) Letters of Recommendation – Two recommendation letters [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 apm-ap@apu.ac.jp. Only letters of recommendation sent directly from recommenders will be accepted.</p> <p>(10) Contact information of three professional references [Any format] Practitioner or non-academic candidates should provide at least one reference from industry. You may include the senders of your letters of recommendation.</p> <p>(11) Proof of highest level of education (PDF) (Copy of diploma is acceptable). If a</p>

	<p>candidate is ABD, please submit proof of ABD.</p> <p>(12) Checklist for Document Submission (Microsoft Excel) [Form 7] Please submit Microsoft Excel data.</p> <p>Send documents (1) – (8) and (10) – (12) to the email address shown in the section “Please Submit Applications To” below.</p> <p>[Notes and Warnings]</p> <ul style="list-style-type: none"> * <u>Submission of items (1)- (6) above in both English and Japanese is preferred.</u> * All submitted files should be password protected. The password should be sent to the email address shown in the section “Please Submit Applications To” 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 (to comply with the Japanese government regulations) 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.
Deadline	Monday, March 27, 2023 by 23:59 (Japan time)
Please Submit Applications To	<p>E-mail: apm-ap@apu.ac.jp Subject: “APM (Business and Management) Faculty Application Documents”</p> <p>*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 “Inquiries” below.</p>
Selection Method	<p>(1) First-round screening Document screening</p> <p>(2) Second-round screening Interview and mock lecture</p>
Inquiries	<p>Ritsumeikan Asia Pacific University Academic Office Email: frecruit@apu.ac.jp Subject: “APM (Business and Management)”</p> <p>*Please do not send your application documents to this email address. Please submit your application documents to the email address shown in “Please Submit Applications To” above.</p>

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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
- Tenured Senior Lecturer (30 years old) Approx. ¥6,470,000
- 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*

* The monthly salary of Specially-appointed faculty members will be determined based on the contract.

(Reference example: Approx. ¥5,650,000)

**The above are past 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.

* Specially-appointed faculty members are not eligible for education and child care subsidies.

(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*)