

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

The College of Asia Pacific Studies at Ritsumeikan Asia Pacific University invites applications for a faculty position according to the following guidelines. Please read the following information before applying.

Field	Sociology Major Category: Social Sciences Sub-Category: Sociology
Primary Courses to be Taught	<p>(1) Language of Instruction for Teaching Subjects English</p> <p>(2) Subjects to Teach Assuming that they will teach the theories and methodology of sociology, the instructor will teach such subjects as foundational and applied sociological subjects and global sociology.</p> <p>*The candidate may also be asked to teach graduate school subjects, which are all taught in English.</p> <p>*Depending on the candidate's knowledge and experience, they may be asked to teach subjects other than those listed above.</p>
Type of Employment	Fixed-Term Faculty Member
Position	Associate Professor or Assistant Professor *The position will be determined at the time of appointment based on achievements, experience, and other factors.
Number of Positions	1
Tenure Track System and Assistant Professors	<p>(1) The Tenure Track System Fixed-term faculty members hired under the APU tenure-track system as an Associate Professor are subject to an internal review of their performance in education, research, and university administration around the third year after their appointment. As a result of the review, if the faculty member meets the review criteria in accordance with university regulations, their position type will be changed to a tenured position until retirement under a new contract.</p> <p>(2) Assistant Professors Ritsumeikan Asia Pacific University offers an Assistant Professor position to individuals who have recently 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 review criteria in accordance with university regulations, they will be promoted to the position of a fixed-term Associate Professor. The tenure-track system applies to such fixed-term Associate</p>

	Professors, so they will be able to change their position type to a tenure position in accordance with the “The Tenure Track System” above.
Expected Qualifications	<p>(1) Applicants must agree with the fundamental principles, goals and characteristics of Ritsumeikan Asia Pacific University and be enthusiastic about education at APU.</p> <p>(2) Applicants who have university teaching experience are preferred.</p> <p>(3) Applicants should be willing to contribute to the daily operations of APU and to the local area.</p> <p>(4) Applicants should have demonstrable willingness to obtain sufficient Japanese language fluency to take part in the university administration.</p>
Date of Appointment	October 1, 2023
Period of Appointment	5 Years
Application Requirements	<p>Applicants must meet all of the following criteria, (1) through (2), and be able to start working from the start date listed above.</p> <p>(1) Possess a doctoral degree in a relevant field (including applicants expected to obtain a doctoral degree by the time of appointment) or academic achievements equivalent to a doctoral degree.</p> <p>(2) Be an expert on a specific region within the Asia Pacific Region, including Japan, and have educational and research accomplishments focused on that area.</p>
Affiliation	College of Asia Pacific Studies
Place of Employment	Ritsumeikan Asia Pacific University Campus (Beppu, Oita Prefecture)
Teaching Hours	<ul style="list-style-type: none"> <li>● Associate Professor: Five class-hours (100 minutes per class-hour) per week on average throughout the year</li> <li>● Assistant Professor: four class-hours (100 minutes per class-hour) per week on average throughout the year</li> </ul> <p>*Faculty may be assigned to teach classes in excess of the above-mentioned class hours.</p>
Retirement (End of Tenure)	Professor: 65 years old, Associate Professor: 60 years old
Employment Conditions	Based on university regulations. Research support is also available (individual research funds for materials and travel expenses).
Other	<p>(1) At the interview stage of the screening, applicants will be asked to give a presentation on their research and give a mock lecture to the interviewing committee.</p> <p>(2) Ritsumeikan Asia Pacific University is a smoking-free campus. There are no smoking areas on campus.</p> <p>(3) We value faculty diversity, so we look forward to receiving applications from individuals with varied backgrounds and work experience.</p>

<p>Required Application Documents</p>	<p>Please download the prescribed forms and application instructions from the following website. URL: The 'Jobs' page on <a href="http://www.apu.ac.jp">www.apu.ac.jp</a></p> <p>(1) Curriculum Vitae <b>【Form 1】</b> 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 <b>【Form 1】</b> Please submit Microsoft Word data.</p> <p>(3) List of Major Education/Research Projects and Other Achievements <b>【Form 2】</b> Please submit Microsoft Word data.</p> <p>(4) Language Proficiency Report <b>【Form 3】</b> Please submit Microsoft Excel data.</p> <p>(5) Potential Courses of Instruction <b>【Form 4】</b> Please submit Microsoft Excel data.</p> <p>(6) Statement of Intent for Application (Reason for applying to work at APU, etc.) <b>【Form 5】</b> Please submit Microsoft Word data.</p> <p>(7) Copies of three major publications (books or articles) in PDF format Applicants without 3 major publications can submit 2 or less publications. ABD applicants can also submit their thesis statement as a major publication.</p> <p>(8) Summary of major publications in (7) <b>【Form 6】</b> In Japanese, each summary should be 400 characters or less. In English, each summary should be one A4 page or less. Please submit Microsoft Word data.</p> <p>(9) Two Letters of Recommendation <b>【any format】</b> Recommendation letters must clearly state the relationship between the referee and the applicant. Please ask your referees to send their recommendation letters directly to the email address written in <b>“Please Submit Applications To”</b>. Only letters of recommendation sent directly from referees will be accepted.</p> <p>(10) Proof of final education in PDF format (copy of diploma accepted) For applicants that are ABD, please submit proof of ABD.</p> <p>(11) Document Submission Checklist <b>【Form 7】</b> Please submit Microsoft Excel data.</p> <p>Applicants should send all application documents, excluding (9), to the email address shown in <b>“Please Submit Applications To”</b>.</p> <p><b><u>Important Notes:</u></b>  <u>*(1) to (6) above should be created and submitted in both English and Japanese.</u>  <u>*All submitted files should be password protected. After sending the application documents,</u></p>
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	<p>applicants should promptly send the password to the email address shown in <b>“Please Submit Applications To”</b> in a separate email to the one containing the application documents.</p> <p>*All submitted files should have the applicant’s [Full Name] included at the beginning of the file name.</p> <p>*You may be requested to provide additional documents relating to research achievements during the screening process if necessary.</p> <p>*If you are appointed to APU, you will be required to complete a health check using a form prescribed by the university.</p> <p>*Please note that we do not return any submitted documents. Any personal information provided as part of the application process will be handled appropriately in accordance with university regulations. The information will not be used for any purpose other than screening candidates for employment.</p>
Application Deadline	Wednesday, March 22, 2023 23:59 (JST)
Please Submit Applications To	<p>E-mail: <a href="mailto:aps-ap@apu.ac.jp">aps-ap@apu.ac.jp</a>  Subject: “APS (Sociology: Lecturer for English Courses) Application Document Submission”</p> <p><b>*Please only contact the above email address when submitting your application documents. If you have any questions or concerns, please contact us via the email address shown in “Inquiries” below.</b></p>
Selection Process	<p>(1) First Screening  Document screening</p> <p>(2) Second Screening  Interview and mock lecture</p>
Inquiries	<p>Ritsumeikan Asia Pacific University, Academic Office  E-mail: <a href="mailto:freruit@apu.ac.jp">freruit@apu.ac.jp</a>  Subject: “APS (Sociology: Lecturer for English Courses)”</p> <p><b>*Please do not send your application documents to this email address. Application documents should be sent to the email address shown in “Please Submit Applications To” above.</b></p>

End

# 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*)