

## Recruitment of Faculty for Ritsumeikan Asia Pacific University, the Educational Development and Learning Support Center

The Educational Development and Learning Support Center at Ritsumeikan Asia Pacific University invites applications for a faculty position in accordance with the guidelines below.

Please read the following information carefully before you apply.

Field	<p><b>First-year education and international education</b> Major Category: Social Science      Subcategory: Education</p>
Duties	<p>The successful applicant will develop characteristic first-year education courses and programs in the Education Development and Learning Support Center (EDLSC). More specifically, he/she will primarily teach first-year education courses as well as peer leader education and global education courses as needed.</p> <p>(1) Developing and implementing first-year education courses and programs (2) Developing and implementing peer leader education (student leader development) courses and programs (3) Developing and implementing global education courses and programs (4) Coordinating first-year education courses</p> <p>The EDLSC is a university-level body that was established to contribute to the enhancement of university-wide education and provide learning support to students. Therefore, the successful applicant may also be expected to perform the following duties depending on their career stage: development and implementation of training programs for Teaching Assistants and student leaders, support for pre-enrollment education, development and implementation of faculty development (FD) programs, and research concerning educational effectiveness.</p>
Primary courses to be taught	<p>(1) Language of instruction Japanese and English (Must be able to teach in <u>both Japanese and English</u>)</p> <p>(2) Primary courses to be taught Common Liberal Arts Subjects Student Success Workshop (SSW: This course is the successor of the Study Skills and Academic Writing (SSAW) (J &amp; E); Multicultural Collaborative Workshop (MCW) (J or E); Introduction to Peer Leader Training (J &amp; E); Overseas programs such as FIRST, SECOND, and/or SEND (J &amp; E)</p> <p>* (J)=courses taught in Japanese / (E)=courses taught in English * Candidates may be asked to teach courses other than those listed above based on their knowledge and experience.</p>
Type of position	Fixed-term faculty member

Position	Assistant Professor
Number of positions	1
Tenure-track system and assistant professors	<p>(1) Tenure-track system The university has a tenure-track system under which individuals appointed as fixed-term faculty members (associate professors) undergo an internal performance review of teaching, research, and university service in or around their third year. After the review, faculty members who satisfy the screening criteria stipulated in the internal regulations may be re-appointed as tenured faculty members until the age of mandatory retirement.</p> <p>(2) Assistant Professors APU uses its assistant professor system to employ individuals who have recently obtained doctoral degrees or who are scheduled to obtain doctoral degrees in the near future with the aim of developing young faculty members. Before the conclusion of their term, assistant professors undergo an internal review of their teaching, research, and other achievements. After the review, faculty members who satisfy the screening criteria stipulated in the internal regulations are then promoted to the position of fixed-term associate professor. Since the tenure-track system applies to fixed-term associate professors, they can be converted to tenured faculty members as outlined in “(1) Tenure track system” above.</p>
Expected qualifications	<p>(1) Applicants must agree with the basic ideals, key objectives, and unique features 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 perform university duties and contribute to the local area.</p>
Date of appointment	October 1, 2023
Period of appointment	5 years
Application requirements	<p>Applicants must meet the three requirements outlined below and be able to start work on the date of appointment indicated above.</p> <p>(1) Those who hold a doctoral degree, or those who expect to obtain a doctoral degree within three years after their appointment, having finished doctoral coursework</p> <p>(2) Possess appropriate research achievements and educational experience for first-year education and educational development at APU, including the fields of first-year education, international education (particularly the practice of intercultural education), and/or educational technology (instructional methods, instructional design, and learning assessment).</p> <p>(3) Must be able to teach classes in English and Japanese.</p> <p>* Ability to teach in both Japanese and English is required. * Work experience and research achievements in first-year education, student support, international education, leadership education, and/or career education are preferred.</p>
Affiliation	Educational Development and Learning Support Center
Place of employment	Ritsumeikan Asia Pacific University (Beppu City, Oita Prefecture)

Teaching hours	<p>Assistant Professor: Four class-hours (100 minutes per class-hour) per week on average throughout the year</p> <p>* You may be ordered to teach more than the class-hours indicated above.</p>
Mandatory retirement age (for tenured faculty)	Professor: 65, Associate Professor: 60
Employment conditions	Based on University regulations. Support for research is also available (e.g., payment of individual research material expenses and research travel expenses).
Other	<p>(1) Applicants who pass the document screening will be asked to give a presentation on their research and teaching practices and deliver a mock lecture to the interviewers at the time of the interview.</p> <p>(2) The campus at Ritsumeikan Asia Pacific University is smoke-free. 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 the prescribed forms and the instructions for their completion from the following homepage. URL: <a href="http://www.apu.ac.jp">www.apu.ac.jp</a> &gt; “Jobs at APU”</p> <p>(1) Curriculum vitae [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 [Form 1] Please submit Microsoft Word data.</p> <p>(3) List of Major Education/Research Projects and Other Achievements [Form 2] Please submit Microsoft Word data.</p> <p>(4) Language Proficiency Report [Form 3] Please submit Microsoft Excel data.</p> <p>(5) Potential Courses of Instruction [Form 4] Please submit Microsoft Excel data.</p> <p>(6) Statement of Intent for Application [Form 5] Please discuss topics such as concrete proposals to further advance APU’s first-year education to develop students who can change the world. Please submit Microsoft Word data.</p> <p>(7) Copies of three major publications (books or articles) (PDF file) Applicants without three major publications can submit two publications or fewer. ABD applicants can also include their dissertation plan as a major publication.</p> <p>(8) Summary of publications in Item (7) [Form 6]</p>

	<p>For each publication, please provide approximately one side of A4 for English, or 400 characters for Japanese. Please submit Microsoft Word data.</p> <p>(9) Two letters of recommendation [No set format] Letters must denote the relationship between the recommender and the candidate. Please ask the recommenders to send the letters of recommendation directly to the email address shown in “<b>Submit documents to</b>” below. <u>Only letters of recommendation sent directly from recommenders by the deadline</u> will be accepted.</p> <p>(10) Proof of highest level of education (PDF) (Copy of diploma is acceptable) For ABD applicants: Proof of ABD status.</p> <p>(11) Checklist for Document Submission [Form 7] Please submit Microsoft Excel data.</p> <p>Please submit all forms except item (9) to the email address shown in “<b>Submit documents to</b>” below.</p> <p><b>Important</b></p> <ul style="list-style-type: none"> <li>* <u>Please submit items (1) through (6) in both English and Japanese.</u></li> <li>* All submitted files should be password protected. Please send the password to the email address shown in “<b>Submit documents to</b>” in a separate email from the one with the files as soon as possible after you have sent the files.</li> <li>* All submitted files should have [Your Name] at the beginning of the file name.</li> <li>* You may be requested to provide additional details on your educational and research achievements as part of the screening process.</li> <li>* Once a decision has been made on your appointment, you will be required to complete a health check using the university’s official form.</li> <li>* Please note we are not able to return any submitted documents. 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.</li> </ul>
Deadline	Wednesday, March 15, 2023 by 23:59 (Japan time)
Submit documents to	E-mail: edlsc-ap@apu.ac.jp Subject: EDLSC (First-Year Education) Faculty Application Documents * <b>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.</b>
Screening process	(1) First-round screening Document screening (2) Second-round screening Interview and mock lecture

Inquiries	<p>Ritsumeikan Asia Pacific University Academic Office Email: <a href="mailto:freruit@apu.ac.jp">freruit@apu.ac.jp</a> Subject: EDLSC (First-Year Education Faculty Member)</p> <p>* <b>Please do not send your application documents to this email address. Please submit your application documents to the email address shown in “Submit documents to” above.</b></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*)