

July 22, 2022

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Ritsumeikan Asia Pacific University

Recruitment of Lecturers at the Ritsumeikan Asia Pacific University Center for Language Education

To Whom it May Concern:

The Center for Language Education is now recruiting for the below faculty position(s). We welcome applications from qualified individuals.

1. Recruitment Information: Subject, Position, and Number of Openings

Subject Name	Position	Openings
English	Lecturer	Several

2. Date of Appointment: April 1, 2023

3. Duration of Appointment: Successful candidates will be appointed for 1 year.
(If both the University and the candidate agree, the employment contract may be renewed up to four times).

4. Employment Conditions:

In accordance with the regulations of Ritsumeikan Asia Pacific University; the employment package includes bonuses and a transportation allowance.

5. Affiliation: Center for Language Education.

6. Expectations for Candidates:

- (1) Candidates must agree with the fundamental principles and goals of APU, and they must be passionate about education at APU.
- (2) Proficiency in both Japanese and English is preferable.

7. Minimum Academic Qualifications:

- (1) A Master's degree or above, or achievements/experiences recognized as equivalent to a Master's degree.
- (2) Applicants should meet one or more of the below qualifications:
 - More than one year of teaching experience in higher education
 - Expert knowledge or outstanding experience in their field.

8. Required Documents: Please submit one copy of each document.

Please download items (1), (2), (3), (4), and (7), as well as instructions on how to provide information in the designated format (form), from the following website.

URL: www.apu.ac.jp in the "Jobs" section

- (1) Curriculum vitae (Both PDF data and Microsoft Word data)
Please include both a "Signed or Stamped PDF data" AND

[Form 1]

- “Microsoft Word data (signature / seal not required)”
- (2) Education, Employment, and Research Experience (Microsoft Word) [Form 1]
 - (3) Language Proficiency Report (Microsoft Excel) [Form 3]
 - (4) Statement of Intent for Application (reason for applying to APU, etc.) [Form 5]
(Microsoft Word)
 - (5) Proof of highest level of education (PDF) (Copy of diploma is acceptable).
 - (6) Names, positions, and contact information of two professional references [Any format]
 - (7) Checklist for Document Submission (Microsoft Excel) [Form 7]

Send the above documents to the email address shown in section 11 below. After submitting your documents, please promptly fill out the below survey to indicate that all documents have been submitted.

<https://survey2.apu.ac.jp/limesurvey/index.php/798883?lang=en>

[Notes and Warnings]

- *We strongly prefer that applicants submit the above documents in both English and Japanese.
- *When writing your research experience, if there are any periods of inactivity in your research history, you may include explanations for those periods (ex: birth of a child, childcare, caring for an elderly family member, etc.).
- *All submitted files should be password protected. The password should be sent in a separate email, and it should be sent to the email address shown in section 11, immediately after the files are sent.
- *All submitted files should have [Your Name] at the beginning of the file name.
- *We may ask you to provide additional details about 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 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 process will be handled with the utmost care and in accordance with university regulations. The information will not be used for any purposes other than screening candidates for employment.

9. Application Deadline:

Friday, October 7, 2022 by 23:59 (JST)

10. Interviews: The interview schedule will be as follows:

Interviews will be held from Saturday, November 5, 2022 onwards

11. Please submit completed applications to:

E-mail: cle-ap@apu.ac.jp

Subject: “CLE (English Lecturer) Application Documents”

*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 section 12, below.

12. Inquiries:

Ritsumeikan Asia Pacific University Academic Office

E-mail: frecreuit@apu.ac.jp

Subject: “CLE (English Lecturer) Recruitment”

***Please do not send your application to this email address. Applications**

should be sent to the email address in section 11, above.

13. Other:

- (1) Applicants who pass the document screening will be asked to give a mock lecture 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.

Please refer to the APU homepage (www.apu.ac.jp) for more information about the university.