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Ritsumeikan Asia Pacific University, Director of Education Development Learning Support Center
HIRAI Tatsuya

**Recruitment of Faculty for Ritsumeikan Asia Pacific University,
Education Development and Learning Support Center**

The Education Development and Learning Support Center at Ritsumeikan Asia Pacific University invites applications for a faculty position according to the following guidelines. Please read the following information before applying.

Field	<p>Major Category: Social Sciences Sub-Category: Education ※Main Fields of Work Responsibilities: First-year Education and International Education</p>
Work contents	<p>Develop unique courses and programs related to first-year education at the EDLSC (Education Development and Learning Support Center). More concretely, teach courses pertaining to first-year education, peer leadership, and international education.</p> <p>(1) Development and implementation of courses and programs for first-year education. (2) Development and implementation of courses and programs for peer leadership education(student leader development). (3) Development and implementation of courses and programs for international education (4) Coordination of first-year education courses</p> <p>EDLSC is a university-wide organization to improve the quality of APU education and support student learning/development. Therefore, depending on the candidate's career and specialization, it is expected to be in charge of "development and implementation of trainings for student teaching assistants and leaders," "assistance of pre-entrance education," "development and implementation of faculty programs," and/or "educational outcome research."</p>
Main Teaching Subjects	<p>(1) Language of Instruction for Teaching Subjects English or Japanese (Ability to teach in both Japanese and English is desirable.)</p> <p>(2) Main Teaching Subjects ① Common Liberal Arts Subjects Student Success Workshop: SSW (This course will be renewed in 2023 from the existing course, SSAW (Study Skills and Academic Writing) (E/J) , Multicultural Cooperative Workshop: MCW (E/J), Introduction to Peer Leader Training (E/J), Overseas programs such as FIRST, SECOND, and/or SEND</p> <p>* (J)=courses taught in Japanese/(E)=courses taught in English *Depending on the candidate's knowledge and experience, they may be asked to teach subjects other than those listed above.</p>

Position Type	Fixed-Term Faculty Member
Position	Assistant Professor
Openings	3
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 fourth 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 Professors, so they will be able to change their position type to a tenure position in accordance with the “The Tenure Track System” above.</p>
Qualities Expected of Applicants	<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>
Start Date	April 1, 2023
Duration of Appointment	5 Years
Application Requirements	<p>Applicants must meet all of the following criteria, (1) through (3), and be able to start working from the start date listed above.</p> <p>(1) A doctoral degree in a related field is preferred, but a master's degree is also acceptable.</p> <p>(2) Having proper research achievements and educational experiences for first-year education and educational development in 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 conduct classes in English or Japanese. ※Ability to teach in both Japanese and English is desirable. ※Work and research experiences in first-year education, student support, international education, leadership education, and/or career education are preferred.</p>
Affiliation	Education Development and Learning Support Center

Location	Ritsumeikan Asia Pacific University Campus (Beppu, Oita Prefecture)
Class Hours Responsible For	Assistant Professor: 8 semester-long classes equivalent per year (Each class session is 100-minutes long.) *Faculty may be assigned to teach classes in excess of the above-mentioned class hours.
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/educational practice, 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>
Required Application Documents	<p>Please download the prescribed forms and application instructions from the following website. URL: The 'Jobs' page on www.apu.ac.jp</p> <p>(1) Curriculum Vitae (Form 1) Submit as both a signed or stamped PDF file and a Microsoft Word file (signature/seal not required for Word file).</p> <p>(2) Education, Employment and Research Experience (Form 1) Submit as a Microsoft Word file.</p> <p>(3) List of Major Education/Research Projects and Other Achievements (Form 2) Submit as a Microsoft Word file.</p> <p>(4) Language Proficiency Report (Form 3) Submit as a Microsoft Excel file.</p> <p>(5) Potential Courses of Instruction (Form 4) Submit as a Microsoft Excel file.</p> <p>(6) Statement of Intent for Application (Form 5) “Concrete suggestions to further advance APU’s first-year education for the future change makers” Submit as a Microsoft Word file.</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) (Form 6)</p>

	<p>In Japanese, each summary should be 400 characters or less. In English, each summary should be one A4 page or less. Submit as a Microsoft Word file.</p> <p>(9) Two Letters of Recommendation (any format) 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 “Contact for Application Document Submission”. Only letters of recommendation sent directly from referees by the deadline 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 (Form 7) Submit as a Microsoft Excel file.</p> <p>Applicants should send all application documents, excluding (9), to the email address shown in “Contact for Application Document Submission”.</p> <p><u>Important Notes:</u> <u>*Submission of items (1) – (6) above in both English and Japanese is preferred.</u> *All submitted files should be password protected. After sending the application documents, applicants should promptly send the password to the email address shown in “Contact for Application Document Submission” in a separate email to the one containing the application documents. *All submitted files should have the applicant’s [Full Name] included at the beginning of the file name. *You may be requested to provide additional documents relating to research achievements during the screening process if necessary. *If you are appointed to APU, you will be required to complete a health check using a form prescribed by the university. *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, August 24, 2022 23:59 (JST)
Contact for Application Document Submission	E-mail: edlsc-ap@apu.ac.jp Subject: “EDLSC (the first-education course) Application Document Submission” *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.
Selection Process	(1) First Screening Document screening (2) Second Screening Interview and mock lecture

Inquiries	Ritsumeikan Asia Pacific University, Academic Office E-mail: freruit@apu.ac.jp Subject: “EDLSC (the first-education course)” *Please do not send your application documents to this email address. Application documents should be sent to the email address shown in “Contact for Application Document Submission” above.
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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
- 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 (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.

(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*)