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**Recruitment of Tenured Senior 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	Tenured Senior Lecturer	1

2. Date of Appointment: April 1, 2023

3. Duration of Appointment: Not fixed. (However, retirement is at age 60.)

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.
- (2) Teaching experience as an Assistant Professor (*jokyo*) or a Lecturer (*koshi*).
- (3) Applicants should meet one or more of the below qualifications:
 - More than three years 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) [Form 1]
Please include both a "Signed or Stamped PDF data" AND "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 (Tenured Senior Lecturer of English) 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: frecruit@apu.ac.jp

Subject: "CLE (Tenured Senior Lecturer of English) 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.

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, Tenured Senior Lecturer (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*)