

January 31, 2024

BLACKWELL James
Director, Center for Language Education
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	3

2. Date of Appointment: October 1, 2024

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.

- (1) Curriculum vitae • Education, Employment, and Research Experience [Form 1]
(Microsoft Word)
- (2) Language Proficiency Report (Microsoft Excel) [Form 3]
- (3) Statement of Intent for Application (reason for applying to APU, etc.) [Form 5]

- (Microsoft Word)
- (4) Proof of highest level of education (PDF) (Copy of diploma is acceptable).
- (5) Names, positions, and contact information of two professional references [Any format]
- (6) Checklist for Document Submission (Microsoft Excel) [Form 7]

[Notes and Warnings]

- * Please download the prescribed forms from APU public call page on JREC-IN.
- * 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 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:

Monday, April 15, 2024 by 23:59 (JST)

※All application materials must be submitted online at **JREC-IN**.

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

Interviews will be held from Saturday, June 1, 2024 onwards.

11. Please submit completed applications to:

Please submit documents by online application through JREC-IN.

- ① Please attach your [full name] to the heading of each application document file name.
(Ex.) 1. 【SATO Hanako】Form1-EN.docx
- ② Please add all application documents above to a single compressed folder.
[Compression: Zip format / data capacity: 30 MB max]
- ③ Please make the compressed folder title your name in roman characters (half-width alphanumeric characters).
(Ex.) SATOHanako.zip
- ④ Please apply online through the JREC-IN Portal.

▼JREC-IN Portal URL

<https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D124011458&ln=1>

* If applications cannot be made from the JREC-IN Portal, the data capacity has possibly been exceeded (maximum of 30 MB) or characters not permitted for use are possibly being used in the compressed folder title. Please submit the documents upon confirming that the data capacity is below 30 MB and half-width alphanumeric symbols are being used in the compressed folder title.

12. Inquiries:

Ritsumeikan Asia Pacific University Academic Office
E-mail: freruit@apu.ac.jp

Subject: "CLE (English Lecturer) Recruitment"

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 Terms of Employment (Benefits)

1. Faculty Salary

*Based on actual salaries in AY2023. Regulations are subject to change.

(1) Salary

Salaries are paid according to the salary regulations for each respective position.

(Examples)

The following are actual salaries (and allowances) that were paid to APU faculty in AY2023.

The exact amount may differ by year.

- Lecturer: Approx. 5.27 million yen

(2) Allowances and other benefits at the time of employment

1. Moving Allowance (500,000 yen from overseas, 300,000 yen from within Japan*)

*Only if the distance from the nearest public transit stop at the previous place of residence to the nearest public transit stop in the new place of residence is at least 80 km.

2. Travel Expenses at the time of employment for faculty and dependent family members (actual expenses)

2. Benefits package

*Based on actual benefits in AY2023. Program details are subject to change.

(1) Joining social insurance (health insurance, employees' pension insurance, long-term care insurance)

(2) Assistance in finding housing【For those who do not understand Japanese】

A company associated with APU will assist them in finding housing.

(Provide property information, accompany you to see potential residences, help you sign a rental agreement, and assist in the processes for electricity, gas, and water utilities when moving in)

(3) Support for other procedures to secure a base for daily life 【For those who do not understand Japanese】

Assistance in having an inkan (personal seal) made, various procedures such as resident registration at city office, and opening a bank account

(4) Health management and promotion

1. Holding periodic health checkups and stress checkups

2. Subsidy program for thorough medical examination (ningen dock) and cancer screening

(5) PMAC welfare programs

Savings plan program, mutual aid pension, and mutual aid term insurance

(6) Marriage

Marriage Allowance, Marriage Gift

(7) Pregnancy and childbirth

1. APU offers Maternity Leave (Before/After Birth), Childcare Leave, Leave for Childbirth by Spouse, and Childcare Leave for Childbirth

2. Various benefits (childbirth or family childbirth, Childbirth Allowance, Childbirth Gift, Childcare Leave Benefits)

3. Exemption of PMAC premiums during Maternity Leave (Before/After Birth) and Childcare Leave

(8) Childcare

1. Subsidy for using babysitters
2. Company-sponsored babysitter discount tickets
3. On campus temporary childcare center for classes held on national holidays
4. Sickness/injury childcare leave program

(9) Family Care

1. APU offers a Nursing Care Leave and a Family Care Leave program
2. Family Care Leave Benefits *Conditions apply
3. Subsidy for using home helpers

(10) Optional benefits provided by Benefit Station

Service that offers discounts for partner services and at partner shops around Japan.

(Over 1.4 million services such as travel, entertainment, dining, sports, parenting, long-term care, and correspondence courses)

(11) Other PMAC benefits programs

1. Leisure activity and shopping discounts, discounts at sports and accommodation facilities