

January, 2025

BLACKWELL James
Director, Center for Language Education
Ritsumeikan Asia Pacific University

**Recruitment of Tenured Senior Lecturer 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. We welcome applications from qualified individuals.

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

Subject Name	Position	Openings
Japanese	Tenured Senior Lecturer	1

2. Date of Appointment: October 1, 2025

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.

* This position does not come with a promotion system.

5. Affiliation: Center for Language Education.

6. Expectations for Candidates: Those who satisfy conditions (1) ~ (6) below.

(1) Candidates must agree with the fundamental principles and goals of APU, and be passionate about teaching at APU.

(2) Candidates must agree with our policy of developing of learners who have not only “Japanese language proficiency” but also “intercultural competence” and “autonomous learning skills” and be enthusiastic about teaching them. Candidates with experience teaching such skills are preferred.

(3) Candidates are preferred who have experience teaching Japanese classes at various levels, from Foundation to Advanced.

(4) Candidates must be able to coordinate Japanese language courses.

(5) Candidates must have the language skills in English and Japanese necessary to carry out their duties.

(6) Candidates must be able to work collaboratively with faculty and staff and carry out their duties as a member of the Center for Language Education.

7. Minimum Academic Qualifications:

(1) A Master's degree or above.

(2) Applicants should meet one or more of the below qualifications:

- More than three years of teaching experience in higher education
- Teaching experience as an Assistant Professor (*jokyo*) or a Lecturer (*koshi*).
- 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 about your teaching and research experience, if there are any periods of inactivity history, please include explanations for those periods (ex: birth of a child, childcare, caring for an elderly family member, etc.).

*All submitted files should have the document number and [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.

*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:

Tuesday, March 18, 2025 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, May 31, 2025 onwards.

11. Please submit completed applications to:

Please submit documents by online application through JREC-IN.

① Please include the document number and your [full name] in the 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=D124121887&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 (Japanese Tenured Senior Lecturer) Recruitment"

13. Other:

Applicants who pass the document screening will be asked to give a mock lecture to the interviewing committee at the time of the interview.

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 AY2022. 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 AY2022. The exact amount may differ by year.

- Tenured Senior Lecturer: (Age 38, spouse and two elementary school children) Approx. 7.8 million yen, (Age 53, spouse) Approx. 8.2 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 at 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 AY2022. Program details are subject to change.

(1) Provision of a place of residence (rental housing) (professors, associate professors, tenured senior lecturers and fixed-term faculty members *Specified in the employment contract for specially-appointed faculty members)

A residence rented by the Ritsumeikan Trust is provided through an associated company.

1. A company associated with APU will assist you 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)

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.

Housing Subsidy for rental housing

Number of residents (You and co-residing family members)	Standard subsidy amount (rent includes common service charges but not parking space fees)
	Monthly amount
1 person (you)	Rent equivalent (up to 60,000 yen)
Up to 3 people	Rent equivalent (up to 80,000 yen)
4 or more people	Rent equivalent (up to 100,000 yen)



Standard subsidy amount (rent includes common service charges but not parking space fees)
Annual basis
Rent equivalent (up to 720,000 yen)
Rent equivalent (up to 960,000 yen)
Rent equivalent (up to 1,200,000 yen)

*If the rent for your residence exceeds the above standard amount, you are responsible for the extra 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 yen.

(2) Housing Allowance (professors, associate professors, tenured senior lecturers and fixed-term faculty members)

*Specified in the employment contract for specially-appointed faculty members)

If you wish to move into a place of residence other than the rental housing described in (1) above in an individual housing agreement or if you own your own home, you can receive a housing allowance.

Housing Allowance (Monthly)

Number of residents (You and co-residing family members)	Standard subsidy amount (rent includes common service charges but not parking space fees)
	Monthly amount
Privately-owned home	40,000 yen
1 person (you)	Rent equivalent (up to 60,000 yen)
Up to 3 people	Rent equivalent (up to 80,000 yen)
4 or more people	Rent equivalent (up to 100,000 yen)



Standard subsidy amount (rent includes common service charges but not parking space fees)
Annual basis
480,000 yen
Rent equivalent (up to 720,000 yen)
Rent equivalent (up to 960,000 yen)
Rent equivalent (up to 1,200,000 yen)

*You are responsible for the deposit and key money and any other expenses.

*The general rule is that a privately-owned home is owned by you and a rental is owned by a third party.

*If you wish to look for a property other than rental housing and are not proficient in Japanese, we will provide support for finding accommodation.

(Provide rental 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) Education and Child Care Subsidy (professors, associate professors, tenured senior lecturers and fixed-term faculty members) *Specially-appointed faculty members cannot receive education and childcare subsidies.)

Faculty and staff with children under age 25 who submit the required paperwork can receive the following allowances.

Education and Child Care Subsidy (Amount per child)

Type *Subsidies are not provided for children attending a type of school other than those listed below.	Subsidy amount (monthly)	
	Private	National or public
Daycare	5,000 yen	5,000 yen
Kindergarten	10,000 yen	5,000 yen
Elementary school	10,000 yen	5,000 yen
Junior high school	20,000 yen	10,000 yen
High school	30,000 yen	15,000 yen
Specialized training school	30,000 yen	15,000 yen
National institute of technology or junior college	40,000 yen	20,000 yen
University	40,000 yen	20,000 yen
Graduate school	50,000 yen	25,000 yen



Subsidy amount (annual basis)	
Private	National or public
60,000 yen	60,000 yen
120,000 yen	60,000 yen
120,000 yen	60,000 yen
240,000 yen	120,000 yen
360,000 yen	180,000 yen
360,000 yen	180,000 yen
480,000 yen	240,000 yen
480,000 yen	240,000 yen
600,000 yen	300,000 yen

Example: If you have one child attending private university and one child attending public high school

→ Subsidy amount: 55,000 yen (monthly amount) / 660,000 yen (annual amount) with prescribed conditions

(4) Support for other procedures to secure a base for daily life

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

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

(6) Health management and promotion

1. Holding periodic health checkups and stress checkups
2. Subsidy program for thorough medical examination (ningen dock) and cancer screening

(7) PMAC welfare programs

1. Loan programs (general loans, mortgages, education loans, marriage loans, disaster relief loans, medical care loans)
*Only for professors, associate professors, and tenured senior lecturers who have been employed for at least one year continuously
2. Savings plan program, mutual aid pension, and mutual aid term insurance

(8) Marriage

Marriage Allowance, Marriage Gift

(9) 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

(10) 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

(11) 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

(12) Corporate type defined contribution plan (for professors, associate professors, and tenured senior lecturers who are interested)

(13) 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)

(14) Other PMAC benefits programs

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