

**Faculty Recruitment for Ritsumeikan Asia Pacific University, College of International Management**

We are pleased to announce that the School of Management (SOM) in Ritsumeikan Asia Pacific University (APU) is recruiting for an open position in the areas of **Entrepreneurship and Operations Management** for the fall of 2024.

SOM is AACSB and AMBA accredited and a signatory member of the Principles for Responsible Management Education (PRME). It holds the core values of Diversity & Inclusion, Leadership, Social Responsibility, Creativity & Innovation, and Global Aspiration. It is committed to providing equal opportunities to all qualified candidates and increasing diversity so its faculty, disciplines, students, and the community can benefit from multiple cultural and gender perspectives. APU ranks # 1 for Environment and Internationalization in Japan by the Times Higher Education Japan University Rankings and QS World Rankings, respectively. About 55% of SOM faculty are international.

Consideration will be given to applicants who have shown potentials for scholarly impact, a commitment to SOM core values and dedication to educating a diverse student body to enhance personal growth and academic success. We look forward to receiving applications from individuals with diverse backgrounds and work experience.

<b>Field</b>	Entrepreneurship and Operations Management
<b>Department</b>	The College of International Management
<b>Content of job offer</b>	<p><b>[Description of the institution (business details, recruitment background, etc.)]</b></p> <p><b>Primary Courses to be Taught</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>The candidate will teach Entrepreneurship, Technology Management, and/or Production and Operations Management in English. He/she will have additional teaching duties in related subjects.</p> </div>
	<p><b>[Work location]</b>  Ritsumeikan Asia Pacific University  1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN</p>
	<p><b>[Available positions (job title, number of positions, etc.)]</b></p> <p>Number of positions: <div style="border: 1px solid black; display: inline-block; width: 50px; text-align: center; margin: 0 10px;">2</div></p> <p>Position:</p> <div style="border: 1px solid black; padding: 5px;"> <p>①Type of Employment: Fixed-term faculty member(Tenure Track, under age 65 at the time of appointment)  Position: Assistant Professor or Associate Professor or Professor</p> <p>②Type of Employment: Faculty member(Tenured)  Position:Associate Professor or Professor</p> <p>③Type of Employment:Specially Appointed Faculty Member (under age 70 at the time of appointment)  Position: Professor</p> <p>* Assistant professors will be on non-tenure-track employment at the time of appointment but this may be converted to tenure track. Please see below for more details.</p> <p>*Type of Employment and the position of appointment will depend on teaching and research achievements and work history. The candidate will be notified of the position when the hiring decision is made.</p> </div>
	<p><b>The Tenure Track System and Assistant Professors:</b></p> <div style="border: 1px solid black; padding: 5px;"> <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 third 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> </div> <p><b>[Start date]</b></p> <div style="border: 1px solid black; display: inline-block; width: 150px; text-align: center; margin: 0 10px;"> October 1, 2024 </div>

Research field	<div> <div>Major category</div> <div>社会科学_Social sciences</div> </div> <div> <div>Sub-category</div> <div>経営学/Management</div> </div>
Qualifications	<p><b>[Public qualifications needed in a specific field, conditions, experience, and expertise required for work]</b></p> <p><b>Application Requirements:</b></p> <div> <p>The candidate must meet the following requirements:</p> <p>(1) Be fluent in the language of class instruction (English or Japanese). Ability to teach both in English and Japanese is an advantage, but not required.</p> <p>(2) Ability and willingness to work in a culturally and academically diverse environment.</p> <p>(3) Commitment to assurance of learning and meeting the standards for accreditations, including AACSB and AMBA.</p> <p>(4) Demonstrated ability to engage students in learning and to translate theory into practice</p> <p>(5) Ability to publish academic or practice-oriented research</p> </div> <p><b>Expected Qualifications:</b></p> <div> <p>The candidate must meet Qualification (1) or (2) below.</p> <p>(1) Possesses a doctoral degree in a discipline related to the position of interest (or is scheduled to obtain one within one year of appointment) and has experience publishing articles in peer-reviewed journals. In the case of ABD (All But Dissertation), the candidate must have passed the dissertation plan review and be eligible to submit the dissertation.</p> <p>(2) Possesses a master's degree in a discipline related to the position of interest and at least five years of practical experience in an executive/senior-level position in a company, government agency, or international organization, and has experience in consulting or publishing books, and articles in the field of interest.</p> </div>
Work conditions	<p><b>[Working conditions following appointment]</b></p> <p><b>Employment Conditions:</b></p> <div> <p>Based on university regulations. Research support (individual research funds for materials and travel expenses) and housing allowances are also available.</p> </div> <p><b>Teaching Hours:</b></p> <div> <p>Professor and Associate Professor: 5 class hours (1 class hour is 100 minutes) per week on average throughout the year</p> <p>Assistant Professor: 4 class hours (1 class hour is 100 minutes) per week on average throughout the year</p> <p>*Faculty may be assigned to teach classes in excess of the above-mentioned class hours.</p> </div> <p><b>Period of Appointment:</b></p> <div> <p>Tenured faculty member: Until mandatory retirement</p> <p>Fixed-term faculty member : Five years</p> <p>Specially Appointed Faculty Member: One Year (Contracts may be renewed up to four times. )</p> </div> <p><b>Retirement (Tenured Faculty Member)</b></p> <div> <p>Professor: 65 years old, Associate Professor: 60 years old</p> </div> <p>* For further conditions please refer to the Ritsumeikan Asia Pacific University Terms of Employment (Benefits) attached.</p>
Application Deadline	<div>December 7, 2023 (Thursday) 23:59 (JST)</div>

Application/selection/inquiries	<p><b>[Application documents, application method, mailing address]</b></p> <p>Documents to be submitted:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Please download the prescribed forms and application guidelines from the following website: URL: <a href="http://www.apu.ac.jp">www.apu.ac.jp</a> ("Jobs at APU" page)</p> <p>(1)Curriculum Vitae [Form 1] Please submit both a PDF file with a signature or name seal affixed and Microsoft Word data (no signature or name seal required).</p> <p>(2)Education, Employment, and Research Experience [Form 1] Please submit Microsoft Word data.</p> <p>(3)List of Major Education/Research Projects and Other Achievements [Form 2] Please submit Microsoft Word data.</p> <p>(4)Language Proficiency Report [Form 3] Please submit Microsoft Excel data.</p> <p>(5)Potential Courses of Instruction [Form 4] Please submit Microsoft Excel data.</p> <p>(6)Statement of Intent for Application (Reason for applying to work at APU, etc.) [Form 5] Please submit Microsoft Word data.</p> <p>(7)Copies of three major publications (books or articles) in PDF format Applicants without 3 major publications may submit 2 or less. ABD applicants may also submit their thesis statement as a major publication.</p> <p>(8)Summary of Major Publications in (7) [Form 6] In Japanese, each summary should be 400 characters or less. In English, each summary should be one A4 page or less. Please submit Microsoft Word data.</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 in "Please Submit Applications To:". Only letters of recommendation sent directly from referees will be accepted.</p> <p>(10) Proof of Final Education in PDF format (Copy of Diploma) For ABD applicants, please submit proof of ABD.</p> <p>(11) Document Submission Checklist [Form 7] Please submit Microsoft Excel data.</p> <p>Applicants should send all application documents, excluding (9), to the email address shown in "Please Submit Applications To:".</p> <p>Important Notes:  *(1) to (6) above should be created and submitted in both English and Japanese.  *All submitted files should be password protected. After sending the application documents, applicants should promptly send the password to the email address shown in "Please Submit Applications To:" 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> </div> <p>Please Submit Applications To:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>E-mail: <a href="mailto:apm-ap@apu.ac.jp">apm-ap@apu.ac.jp</a>  Subject: "APM (EOM) Submission of Application Documents"  *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.</p> </div> <p><b>[Selection details]</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>(1)First Screening: Document screening  (2)Second Screening: Interview and mock lecture *The candidate will conduct a presentation about their research as well as a mock lecture with the interviewers acting as students in English.</p> </div> <p><b>[Inquiries]</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Ritsumeikan Asia Pacific University, Academic Office  E-mail: <a href="mailto:freruit@apu.ac.jp">freruit@apu.ac.jp</a>  Subject: "APM (EOM)"  *Please do not send your application documents to this email address. Application documents should be sent to the email address shown in "Please Submit Applications To:" above.</p> </div>
Additional information	<p><b>[Other]</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>·Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.  ·We value faculty diversity and look forward to receiving applications from individuals with various backgrounds and work experience.</p> </div>

# 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.

- Assistant Professor: (Age 35, no dependent family members) Approx. 5.7 million yen, (Age 40, no dependent family members) Approx. 6.4 million yen
- Tenured Senior Lecturer: (Age 38, spouse and two elementary school children) Approx. 7.8 million yen, (Age 53, spouse) Approx. 8.2 million yen
- Associate Professor: (Age 40, spouse) Approx. 10.4 million yen, (Age 50, spouse and one elementary school child) Approx. 11.18 million yen
- Professor: (Age 50, spouse) Approx. 12.5 million yen, (Age 62, spouse and one child in university) Approx. 13.8 million yen

\*The salary for a specially-appointed faculty member is the amount set based on the employment contract.

### (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)		Standard subsidy amount (rent includes common service charges but not parking space fees)
	Monthly amount		Annual basis
1 person (you)	Rent equivalent (up to 60,000 yen)		Rent equivalent (up to 720,000 yen)
Up to 3 people	Rent equivalent (up to 80,000 yen)		Rent equivalent (up to 960,000 yen)
4 or more people	Rent equivalent (up to 100,000 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