

## Ritsumeikan Asia Pacific University, Education Development and Learning Support Center: Call for Faculty Applications

Ritsumeikan Asia Pacific University, Education Development and Learning Support Center  
Director, CUTTING Miki

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.

Ritsumeikan Asia Pacific University (Beppu City, Oita Prefecture), with students from approximately 100 countries and regions, aims to produce world-changing human resources and social impact education under the promotion of diversity and inclusion. It is a rare multinational university in Japan, having been ranked first in Japan for "internationality" and third in Japan for "educational enrichment" for three consecutive years in THE Japan University Rankings 2023 by THE (Times Higher Education), a British education magazine.

We are looking forward to receiving applications from those who are motivated to create new educational opportunities by taking advantage of the international environment and diversity of students and faculty members from all over the world. We would appreciate your cooperation and cooperation in spreading the word about this information.

Recruitment Field	International education and Educational pedagogies,
Research Field	Major Category : Social Sciences Subcategory: Pedagogy
Duties	<p>The successful applicant will develop characteristic Multicultural education courses and programs in the Education Development and Learning Support Center (EDLSC). Specifically, he will be in charge of first-year education courses and global leadership education courses.</p> <p>(1) Developing and implementing courses and/or programs related to multicultural collaborative education and intercultural education (2) Developing and implementing leadership education courses and programs (3) Developing and implementing first-year education courses (4) Coordinating one of the above three</p> <p>The EDLSC is a university-level body that was established to contribute to the advancement of university-wide education through educational development and improvement. Therefore, the successful applicant may also be expected to perform the following duties depending on their career stage: development and implementation of faculty development (FD) programs, and research concerning educational effectiveness, and extramural collaboration and delivery of education.</p>
Positions Available	<p>① or ② ① Type of employment: Fixed-term faculty member (tenure track, under age 65 at the time of appointment) or tenured faculty member Position: Associate Professor ② Type of Employment: Fixed-term faculty member Position: Assistant Professor</p> <p>※ Ritsumeikan Asia Pacific University operates an assistant professor system as a position for development for those employed as faculty members shortly after obtaining a PhD or directly before obtaining a PhD. After being appointed as an Assistant Professor, internal reviews will be conducted regarding achievements in areas such as teaching and research. If the screening conditions are met according to university regulations following the review, the candidate will be promoted to the position of Fixed-term Associate Professor. As the Tenure</p>

	Track System applies to the Fixed-term Associate Professor position, position changes to a tenured faculty member are possible in accordance with the [Tenure Track System] described below.
The Tenure Track System	Fixed-term faculty members hired under the APU tenure-track system 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.
Job Description /Teaching Responsibilities	<p>① Language of instruction Japanese and English (Ability to teach in both Japanese and English is preferred.) ※Not to be construed as precluding the hiring of non-Japanese speakers.</p> <p>② Subjects to teach Responsibilities will include Multicultural Collaboration Workshops, Student Success Workshops, and Global Leadership subject groups, as well as placement in Career Courses, Advising, and FD/SD, depending on faculty qualifications and background. In addition, we expect educational development and delivery in the 2027 curriculum, DEI, EdTech, competency-based education and modularization, and extramural collaboration and delivery.</p> <p>* Depending on the candidate's knowledge and experience, they may be asked to teach subjects other than those listed above.</p>
Number of Positions	2
Starting Date	April 1, 2025
Application requirements	<p>Applicants must meet the three requirements outlined below and be able to start work on the date of appointment indicated above.</p> <p>(1) Those who hold a doctoral degree, or those who expect to obtain a doctoral degree within three years after their appointment, having finished doctoral coursework</p> <p>(2) Possess appropriate research achievements and educational experience to be in charge of educational development, provision, and research at APU, such as in the fields of multicultural collaborative education and international education which promote D&amp;I, educational technology (instructional design, EdTech, etc.), leader training, faculty development (FD), career education, competency-based education and modularization.</p> <p>* Ability to teach in both Japanese and English is preferred. * Work experience and research achievements in student support, international education, leadership education, and/or career education are preferred.</p>
Expected qualifications	<p>(1) Applicants must agree with the basic ideals, key objectives, and unique features 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 perform university duties and contribute to the local area.</p>
Contract period	Fixed-term faculty member: Five years
Retirement	<p>Tenured faculty member (Professor): 65 years old (Associate Professor): 60 years old</p>

Affiliation/ Workplace	Education Development and Learning Support Center Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu, Oita, Japan
Teaching Load	Associate Professor: 5 class hours (1 class hour is 100 minutes) per week on average throughout the year Assistant Professor: 4 class hours (1 class hour is 100 minutes) per week on average throughout the year
Salary, Allowances, and Social Insurance	Please refer to the Ritsumeikan Asia Pacific University Terms of Employment (Benefits).
Application Deadline	All application materials must be submitted online at <b>JREC-IN</b> no later than Thursday, June 20, 2024 (JST).
Application Documents	<p>(1) Curriculum Vitae / Education, Employment, and Research Experience <b>【Form 1】</b> Please submit Microsoft Word data.</p> <p>(2) List of Major Education / Research Projects and Other Achievements <b>【Form 2】</b> Please submit Microsoft Word data.</p> <p>(3) Language Proficiency Report <b>【Form 3】</b> Please submit Microsoft Excel data.</p> <p>(4) Potential Courses of Instruction <b>【Form 4】</b> Please submit Microsoft Excel data.</p> <p>(5) Statement of Intent for Application (reason for applying to work at APU, etc. <b>【Form 5】</b> Please submit Microsoft Word data.</p> <p>(6) Copies of three major publications (books or articles) in PDF format If the candidate cannot meet three major publications, two major publications are acceptable. For ABD, a dissertation proposal can be included in the major publications.</p> <p>(7) Summary of Major Publications in (6) above <b>【Form 6】</b> Each summary must be less than one A4 page in English. In the case of multiple authors, please write the summary so that your individual level of contribution is clear. Please submit Microsoft Word data.</p> <p>(8) Two Letters of Recommendation <b>【Any Format】</b> 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 below. Only letters of recommendation sent directly from referees will be accepted. E-mail: <a href="mailto:edlsc-ap@apu.ac.jp">edlsc-ap@apu.ac.jp</a> Please send emails with the subject “EDLSC (International education and Educational pedagogies.)”. Letters submitted after the application deadline will not be accepted.</p> <p>(9) Proof of Final Education in PDF format (copy of diploma) Proof of ABD status in the case of ABD</p> <p>(10) Document Submission Checklist <b>【Form 7】</b> Please submit Microsoft Excel data.</p> <p>Important Notes: * Please download the prescribed forms from the APU public call page on JREC-IN. * (1), (2), and (5) above should be created and submitted in both Japanese and English. * 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. * Please note that we do not return any submitted documents. Any personal information</p>

	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.
How to submit	<p><b>Please submit documents by online application through JREC-IN.</b></p> <ol style="list-style-type: none"> <li>① Please attach your [full name] to the heading of each application document file name. (Ex.) 1. 【SATO HANAKO】 Form1-EN.docx</li> <li>② Please add all application documents other than (8) above to a single compressed folder. [Compression: Zip format / data capacity: 30 MB max]</li> <li>③ Please make the compressed folder title your name in roman characters (half-width alphanumeric characters). (Ex.) SATOHanakko.zip</li> <li>④ Please apply online through the JREC-IN Portal.</li> </ol> <p>▼JREC-IN Portal URL Link: <a href="https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D124041066&amp;ln=1">https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D124041066&amp;ln=1</a></p> <p>* 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.</p>
Screening Process	<ol style="list-style-type: none"> <li>(1) Document Screening</li> <li>(2) Interview (*The candidate will conduct a presentation about their research as well as a mock lecture with the interviewers acting as students in English and Japanese.) *Notification of acceptance or rejection will be sent by email in early November, 2024.</li> </ol>
Inquiries	<p>Ritsumeikan Asia Pacific University Academic Office Email: <a href="mailto:freruit@apu.ac.jp">freruit@apu.ac.jp</a> Please send emails with the subject “DLSC (International education and Educational pedagogies,”.</p>
Other Information	<ul style="list-style-type: none"> <li>• Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.</li> <li>• We value faculty diversity and look forward to receiving applications from individuals with various backgrounds and work experience.</li> <li>• If you are appointed to APU, you will be required to complete a health check using a form prescribed by the university.</li> </ul>

End

# **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<sup>\*</sup>)

\*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	Subsidy amount (monthly)	
	Private	National or public
*Subsidies are not provided for children attending a type of school other than those listed below.		
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