

September 29, 2015

OTAKE Toshitsugu

Dean, College of International Management

Dean, Graduate School of Management

Ritsumeikan Asia Pacific University

To whom it may concern:

Recruitment of Faculty for Ritsumeikan Asia Pacific University

1. Recruitment Field, Number of Openings, Type of Employment, etc.:

Field(s)	Openings
Strategic Management and Organization	1

Type of employment:

- Fixed-term tenure-track faculty.

*Depending on the candidate's experience, a tenured faculty position may be offered.

Position:

- Professor, Associate Professor (equivalent to Senior Lecturer level in UK and Australia) or Assistant Professor

*Position will be determined based on qualifications of the successful candidate.

Courses to be taught:

- Undergraduate lecture subjects including Organizational Behavior, Business Ethics, and International Management in Japanese; additionally, undergraduate seminar subjects.

Qualifications:

The applicant must:

- (1) Hold a Doctorate in the Management field (or expect to complete one within the first year of appointment), and have publications in peer refereed journals; or
- (2) Hold a Master's Degree in the Management field, have 5 years managerial experience at the level of Director in a business, and publications (i.e. books, articles or reports) in this field; and
- (3) Agree with the fundamental principles and goals of APU, and be enthusiastic about education at APU.

2. Date of Appointment: April 1, 2016

3. Duration of Appointment:

5 years (Fixed-term faculty as based on the "Law concerning Term Limitation of University Educators")

[The APU Tenure Track System]

APU has a system whereby fixed-term faculty members appointed on a tenure-track system undergo an internal screening during the latter half of their third year following appointment. This screening involves a review of the faculty member's educational, research and university administrative achievements. In cases where the faculty member meets the screening criteria as set by the

University's regulations, the faculty member will have his/her status changed from fixed-term to tenured, which includes employment through to the age of mandatory retirement. APU assesses faculty members on their research achievements, primarily through the evaluation of peer refereed journal articles.

If a faculty member is not approved for tenure during his/her third year, he/she are eligible to undergo a re-screening during his/her fourth year.

The age of mandatory retirement is 65 years for Professors and 60 years for Associate Professors.

4. Employment Conditions:

Based on University regulations. Support for research is also available (individual research funds for materials and travel expenses).

5. Affiliation: College of International Management

6. Preferred Qualifications:

(1) As the University offers a dual education system in Japanese and English, faculty members are expected to possess communication skills in both languages.

(2) In addition to teaching and research, faculty members are required to participate in University administrative activities and work.

7. Documents Required: Please submit 1 copy of each of these documents using the University format. **Please download items (1) through (6), (12) and instructions on how to complete the forms from the APU website (www.apu.ac.jp) in the "Jobs" section.**

(1) Curriculum vitae with applicant's signature or printed name with a seal and photo attached (40mm x 30mm) [Form 1]

(2) Education, Employment and Research Experience [Form 2]

(3) List of Major Education/Research Projects and Other Achievements [Form 3]

(4) Microsoft Word Files of (1) through (3) on CD-ROM; there is no need for a seal (hanko) or photograph.

(5) Language Proficiency Report [Form 4]

(6) Potential Courses of Instruction [Form 5]

(7) Statement of Intent for Application [No set format]

(8) Teaching Statement explaining teaching beliefs, learning objectives, and practices [No set format]

(9) Copies of three major publications (books, theses, articles, etc.). Photocopies are acceptable.

(10) Summary of the publications included in (9) above. For each publication, please provide approximately 100 words for English, or 400 characters for Japanese. [No set format]

(11) Proof of highest level of education. (Copy of diploma is acceptable.)

(12) Checklist for Document Submission [Form 6]

- * Submission of items (1) through (8), and (10) in both English and Japanese is required.
- * During the screening process, if necessary you may be requested to provide additional details on past educational and research achievements.
- * If you are offered a position at APU, you will be required to complete a health check using our

official form.

- * Please note that documents submitted are not returnable. Any personal information that has been provided on the application will be handled with the utmost care in accordance with University regulations. The information will not be used for any other purpose than to screen candidates for employment.

8. Application Deadline: Friday, October 23, 2015 (Applications must be sent by post and arrive by this date)

9. Please submit completed application forms to:
Attn: Dean of College of International Management
Academic Office
Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

*Please be sure to send your application by registered mail, such as “*kakitome-yubin*” in Japan, and mark "APM [Strategic Management and Organization] Faculty Member Application Enclosed" in red on the envelope.

**For further inquiries, please contact:

NAKAMURA Michiko (Ms)
Academic Office, Ritsumeikan Asia Pacific University
E-mail: freruit@apu.ac.jp
Subject: Application for APM [Strategic Management and Organization] Position

10. Other: Applicants will be asked to present a mock lecture to the interviewing committee at the time of the interview.

*Please refer to the APU website (www.apu.ac.jp) for more information on the University.