

To:
Presidents of concerned universities
Deans of relevant colleges
Deans of relevant graduate schools
Heads of relevant organizations

Akihiko KIMIJIMA
Dean
College of International Relations
Ritsumeikan University

Permanent Faculty Position

The College of International Relations, Ritsumeikan University is now recruiting a permanent position faculty member as follows.

We would be grateful if you could inform any concerned departments, institutions, or organizations about this open position. We sincerely appreciate your continued effort and cooperation.

The College of International Relations, Ritsumeikan University, in accordance with the Act on Promotion of Women's Participation and Advancement in the Workplace, strongly encourage female candidates to apply.

1. Area of Specialization: International Organizations, Global Governance
2. Qualification Requirements:
Applicants must meet all of the following eligibility requirements:
(1) A PhD degree or equivalent research achievements.
(2) Ability to conduct classes in English.
(3) Ability to carry out administrative and committee responsibilities in Japanese.
3. Teaching responsibilities: Undergraduate level:
"International Organizations"
"Comparative and Global Governance"
"Advanced Seminar"
Graduate level:
"International Organizations"
*There is a possibility that you might be assigned to other courses besides the above.
4. Position available: Professor or Associate Professor
5. Opening: 1
6. Starting date: April 1, 2018
7. Application Deadline: Application materials must arrive no later than Friday, September 22, 2017.

8. Application Materials:

- (1) Curriculum Vitae (Form 1, Form 2, Form 3, Form 4): 4 copies each
Please staple the forms together in order from 1-4 in the top left-hand corner.
- (2) Research Achievements
(3 major publications including one or more English-based ones: 4 copies each.
Photocopies are acceptable.)
- (3) Certificate of Degree (An original certificate and 3 copies)
(4 copies are also acceptable. Please bring the original to an interview.)
- (4) Faculty Appointment Candidate Contact Information: 4 copies each
(Form A: Handwritten form will not be accepted. Please name two persons who can act as references for this position)

- Please send Form A (Excel format) to the email address below with **【International Organizations Faculty Position】** in the subject line. Please also send a printed copy of Form A with other application materials by postal mail.

Place of submission (Form A) : ir-apply@st.ritsumeikan.ac.jp

- Application materials, apart from Form A, will only be accepted by postal mail.
- Please note that, as a general rule, we will not return any submitted documents.
- Application forms can be downloaded from the following website.

<http://en.ritsumeikan-trust.jp/info/employment/>

9. Interview Notice for Short-listed Candidates:

Short-listed candidates who pass document screening will be contacted by Wednesday, October 25, 2017 for an interview via the email address provided in the Faculty Appointment Candidate Contact Information (Form A).

10. Interview & Syllabus Submission:

Short-listed candidates will be asked to submit a syllabus in English and conduct a trial lecture in English during the interview.

11. Submission Address:

Please label an envelope in red ink “Application for International Organizations Faculty Position enclosed” and submit it to the following address via registered postal mail.

Faculty Recruitment Team
Administrative office
College of International Relations
Ritsumeikan University
56-1 Tojiin-kitamachi, Kita-ku, Kyoto, Japan 603-8577

12. Contact:

Keiko Iwabuchi (Ms.)
Yumiko Hirao (Ms.)
Administrative Office
College of International Relations, Ritsumeikan University
Phone: (+81)075-465-1211 Fax: (+81)075-465-1214
Email: ir-apply@st.ritsumeikan.ac.jp

*For further information, you may contact us normally via email.