

Ritsumei-IR-2018-00158

March, 21 2018

To:
Presidents of relevant 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 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 continuing 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 women candidates to apply.

1. Area of Specialization: English Language Teaching, Applied Linguistics, or International Relations Studies related field
2. Qualification Requirements:
 - (1) Ph.D. degree in English education or equivalent qualification (desirable candidate with a Master thesis or Ph.D. dissertation written in English)
 - (2) Experience in teaching college courses in English and ability to teach academic writing classes
 - (3) Ability to fulfill duties related to the design and development of the university's English education program, carry out administrative tasks and perform committee responsibilities in Japanese.
3. Main Teaching Responsibilities:
English for International Studies (Content-based English),
英語・国際研究 (Bridge to International Studies),
Academic Skills (Global Studies Major/Joint Degree Program),
Intensive English (focusing on each language skill)
4. Position Available: Professor or Associate Professor
5. Opening: 1

6. Starting Date: April 1, 2019
7. Application Deadline: All applications must arrive by May 9 (Wednesday) 2018

8. Application Materials:

- (1) Curriculum Vitae (Form 1, Form2, Form 3 and 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 x 4 copies each. At least one publication must be written in English. Photocopies are acceptable.)
- (3) Certificate of Degree (An original certificate and 3 copies (4 copies are also acceptable. Please bring the original to the interview.)
- (4) Faculty Appointment Candidate Contact information: 4 copies each
(Form A: Handwritten form will not be acceptable. Please name two persons who can act as references for this position)

- Please send Form A (Excel format) to the email address below with [English Language Teaching] 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.ritsumei.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 Monday, June, 11, 2018 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 lesson in English during the interview. The trial lesson will be based on the course “Bridge to International Relations” targeted for sophomore students (TOEFL IBT 68/ITP 520 and above). The course is intended to serve as a “bridge” course between language classes and full content classes. The topic of the course can cover one of the following fields: International Order and Peace (IOP), International Cooperation and Development (ICD), and International Cultural Understanding (ICU).

11. Submission Address:

Please label an envelope in red “Application for English Language Teaching 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: Asaoka Kentaro (Mr.) / 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.ritsumei.ac.jp

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