

March 26, 2019

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 encourages female candidates to apply.

1. Area of Specialization: International Law, International Organizations
2. Qualification Requirements:  
Applicants must meet all of the following eligibility requirements:
  - (1) Ph.D. degree or equivalent achievements.
  - (2) Ability to conduct classes in English.
  - (3) Willingness and Japanese ability to perform administrative duties at the university.
3. Main Teaching Responsibilities:
  - (1) Undergraduate level  
International Law, International Organizations, Advanced Seminar
  - (2) Graduate level  
International Organizations, Advanced Seminar\* 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, 2020
7. Application Deadline: All applications must arrive by no later than Monday, May 27, 2019

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. 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 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 Law, International Organizations] 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](mailto: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 Thursday, June 13, 2019 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 sample syllabi for International Law and International Organizations (undergraduate) and conduct a mock lecture in English during the interview.

11. Submission Address:

Please label an envelope in red ink “Application for [International Law, International Organizations] Faculty Position Enclosed” and submit it to the following address via registered mail.

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

12. Contact:

Chie J.H YOON (Ms.) / Mayumi TERAISHI (Ms.)  
Administrative Office  
College of International Relations, Ritsumeikan University  
Email: [ir-apply@st.ritsumei.ac.jp](mailto:ir-apply@st.ritsumei.ac.jp)

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