

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

The Ritsumeikan Trust
Ritsumeikan University College of International Relations
Guidelines for a Fixed-Term Faculty Position

Dean Tomoaki Nishimura
 College of International Relations
 Ritsumeikan University

The College of International Relations, Ritsumeikan University is now recruiting a fixed-term faculty member who will be engaged in the International PBL Program in ASEAN Countries (hereafter referred to as the International PBL Program). The International PBL Program is an educational program that is anchored in problem/project-based learning. It is a 1 or 1.5-year program consisting of one semester of study abroad at a top university in Thailand or Indonesia (Language of Instruction: English), bookended by courses at Ritsumeikan University (Language of Instruction: English).

We would be grateful if you could inform any relevant departments, institutions, or organizations about this opening. We sincerely appreciate your continuing effort and cooperation.

The College of International Relations, Ritsumeikan University, in accordance with the Act on the Promotion of Women's Active Engagement in Professional Life, Ritsumeikan actively welcomes applications from women.

1. Area of Specialization	Southeast Asian Area Studies
2. Position Available	Fixed-term Faculty (Associate Professor)
3. Job Description · Teaching Responsibilities	<p>The successful candidate will be engaged in teaching the subjects below and activities regarding education, research, promotional activities, social contribution of our faculty and university.</p> <p>Teaching Responsibilities :</p> <p style="padding-left: 40px;">Introduction to Area Studies Advanced Topics in Area Studies 東南アジア研究 Special Lecture (International PBL Program subject) (All subjects above are for Undergraduate)</p> <p>*There is a possibility that the successful applicant might be assigned to teach courses (English or Japanese) other than those listed above. They may also not be required to teach all of the aforementioned classes.</p> <p>*The successful candidate will also be in charge of administrations related to International PBL Program Course (conducting selections of outbound and inbound students, advising students, etc.).</p>
4. Number of Positions	1

5. Ideal Faculty Outlook	<p>Applicants should understand the Ritsumeikan Charter, the founding spirit, the educational philosophy, and the educational and research objectives of the College and the Graduate School of International Relations, be conscious of the social responsibility borne by those who are engaged in higher education and research, comply with laws and regulations, respect fundamental human rights, perform their duties with integrity and fairness, and live up to high ethical standards and public decency.</p> <p>(For information on the Ritsumeikan Charter etc., see the websites of Ritsumeikan University and the College and Graduate school of International Relations.)</p>
6. Starting Date	September 26, 2024
7. Qualification Requirements	<p>Applicants must meet all of the following eligibility requirements and must be able to start working from the above starting date:</p> <ul style="list-style-type: none"> (1) Ph.D. degree or equivalent research achievements. (2) Ability to conduct outstanding classes in Japanese and English. (3) Positive attitude to improving classes and supporting students. (4) Can conduct classes flexibly according to the level of our students. (5) Japanese ability required to undertake Field Study Course. <p>*Those who have been employed with Ritsumeikan Trust on a fixed-term contract for more than five consecutive years immediately preceding the academic year before starting this position are not eligible to apply</p>
8. Period of Employment	<p>September 26, 2024 to September 25, 2029</p> <p>(Employment will not be renewable · No probationary period)</p>
9. Affiliation · Workplace	<p>College of International Relations, Ritsumeikan University Kinugasa Campus (Kyoto Prefecture)</p> <p>*There is a possibility that you might be in charge of subjects offered in Biwako-Kusatsu campus (Shiga Prefecture), Osaka Ibaraki campus (Osaka Prefecture)</p>
10. Duties of Class hour	<p>A total of eight teaching hours per year. (On average, four teaching hours per semester.) Each course consists of 15 classes of 90 minutes duration.</p> <p>*There is a possibility that you might be assigned to courses in excess of the above teaching hours.</p>
11. Breaks	Breaks shall be granted in accordance with the Labor Standards Act.
12. Holidays	<p>Saturdays, Sundays, public holidays, Summer/Year-end and New Year holidays, and other holidays set by the university.</p> <p>*Note that there are cases in which some Saturdays and public holidays are class days or make-up class days.</p> <p>Additionally, you may be asked to come to campus on Saturdays, Sundays and public holidays for the admission duties etc.</p>

13. Salary, Allowances	①Annual salary : 【Associate Professor】 JPY 6,000,000 ②Additional allowances : commuting allowance, administrator's allowance, overtime allowance, etc.
14. Social Insurance	Full social insurance including employment insurance and, workers' compensation provided.
15. Recruiting Entity	The Ritsumeikan Trust
16. Application Deadline	All application materials must arrive by no later than Wednesday, May 1, 2024
17. Application Materials	1. Curriculum Vitae (Specified Form) 2. Faculty Appointment Candidate Contact Information (Form A: Please name two persons who can act as references for this position.) 3. Research Achievements (3 major publications. At least one publication must be written in English.) 4. Photocopy of Diploma (Please bring the original to the interview.) *Application forms can be downloaded from the following website: http://en.ritsumeikan-trust.jp/info/employment/ *The materials submitted by mail will not be accepted. *Information obtained by the University during the recruitment process will not be used for any purpose other than for employment selection and post-employment personnel management.
18. How to Send Materials	①Please convert each material 1-4 written above into separated PDF files. ②Please name each file with <number 1-4 + [contents' name] + [Applicants' name] > as the example below. (e.g. "1-Curriculum Vitae_Taro Ritsumei", "3-Research Achievements-1_Hanako Kinugasa") ③Please send your "Form A" in Excel format in addition to the PDF files. ④Please attach each file to an email and send it to the email address written in the Submission Address column below. ⑤If the total volume of your data exceeds 10MB, please send "3.Research Achievements" by using another method such as a file transfer service and inform us how to access it by email.
19. Submission Address	E-mail Address: ir-apply@st.ritsumei.ac.jp Subject line: Faculty Application [Southeast Asian Area Studies]

20. Screening Process	<p>First Screening・・・Document Screening Short-listed candidates who pass the document screening will be contacted by Tuesday, June 4, 2024 for an interview via email.</p> <p>Second Screening・・・Interview (Including Mock Lectures) Short-listed candidates will be asked to submit sample syllabi both in Japanese and English, and to conduct mock lectures also in Japanese and English during the interview. *Interviews might be conducted online.</p>
21. Notes	<p>*Please note that an individual research room for this position will be for two persons, as a rule.</p> <p>*Ritsumeikan has various systems in place to support work-life balance. Research-Life Support Division for Promotion of Gender Equality: https://www.ritsumei.ac.jp/research/rsupport/eng/</p> <p>*The campus at Ritsumeikan University is completely smoke-free.</p>
22. Contact	<p>Yamane (Ms.) / Sakurada (Mr.) College of International Relations, Ritsumeikan University Email : ir-apply@st.ritsumei.ac.jp * For further information, you may contact us via email. (Questions about the application should be contacted by noon on 1 May.)</p>