

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.

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

The College of International Relations, Ritsumeikan, in association with the School of International Service at American University, offers the only undergraduate joint degree program (JDP) in Japan. For the JDP, our university and American University (in Washington, D.C.) operate a joint curriculum and award credit for courses taken at both partner universities. We are currently looking for an assistant professor who, in addition to other duties, can be involved in the operations of the JDP.

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

1. Area of Specialization	Economics
2. Position Available	Fixed-term Faculty (Assistant Professor)
3. Job Description · Teaching Responsibilities	<p>The successful candidate will be engaged in teaching the subjects below, conducting activities for our college and university regarding education, research, promotional activities, social contributions, collaborative activities with our affiliated high schools.</p> <p>Teaching Responsibilities : Economics for Global Studies, Macroeconomics, Internship, Introductory Seminar, Global Simulation Gaming (undergraduate level)</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>*This assistant professor will also conduct duties connected to the administration of the JDP (advising students, conducting admissions, and communicating with internship hosts, etc.).</p>
4. Number of Positions Available	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	<p>April 1, 2025</p>
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"> ①Ph.D. degree or equivalent research achievements. ②Ability to conduct outstanding classes in English. ③Can teach courses related to economics. ④Can conduct classes flexibly according to the level of our undergraduate students in an easy-to-understand manner. ⑤Ability to perform daily work duties in Japanese. <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>April 1, 2025 to March 31, 2030 (Employment will not be renewable · No probationary period)</p>
9. Affiliation · Workplace	<p>College of International Relations, Ritsumeikan University Kinugasa Campus (Kyoto Prefecture) *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. Teaching Load	<p>A total of six teaching hours per year. (On average, three teaching hours per semester.) Each course consists of 15 classes of 90 minutes duration. *There is a possibility that you might be assigned to courses in excess of the above teaching class hours.</p>
11. Breaks	<p>Breaks shall be granted in accordance with the Labor Standards Act.</p>
12. Holidays	<p>Saturdays, Sundays, public holidays, Summer/Year-end and New Year holidays, and other holidays set by the university. *Note that there are cases in which some Saturdays and public holidays are class days or make-up class days. Additionally, you may be asked to come to campus on Saturdays, Sundays and public holidays for the admission duties etc.</p>
13. Salary, Allowances	<ul style="list-style-type: none"> ①Annual salary: 【Assistant Professor】 JPY 5,230,000 ②Additional allowances: commuting allowance, administrator’s allowance, overtime allowance, etc.
14. Social Insurance	<p>Full social insurance including employment insurance and, workers’ compensation provided.</p>
15. Recruiting Entity	<p>The Ritsumeikan Trust</p>
16. Application Deadline	<p>All application materials must arrive by no later than Friday, May 17, 2024 (JST)</p>

<p>17. Application Materials</p>	<p>①Curriculum Vitae (Specified Form, List only major achievements in the column of achievements.) ②List of research achievements (in any given form, in reverse chronological order in each category). Put * on the ones listed in the ①Curriculum Vitae (Specified Form). ③Faculty Appointment Candidate Contact Information (Form A: Please name two persons who can act as references for this position.) ④Research Achievements: (3 major publications. At least one publication must be written in English.) ⑤Photocopy of Diploma (Please bring the original to the interview.)</p> <p>*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.</p>
<p>18. How to Send Materials</p>	<p>①Please convert each material ①-⑤ written above into separated PDF files. ②Please name each file with <number ①-⑤ + [contents' name] + [Applicants' name] > as the example below. (e.g. "①-Curriculum Vitae_Taro Ritsumei", "④-Research Achievements-1_Hanako Kinugasa") ③Please send your "③ 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 "④.Research Achievements" by using other methods such as a file transfer service and inform us how to access it by email.</p>
<p>19. Submission Address</p>	<p>E-mail Address: ir-apply@st.ritsumei.ac.jp Subject line: Faculty Application [Economics]</p>
<p>20. Screening Process</p>	<p>First Screening・・・Document Screening Short-listed candidates who pass the document screening will be contacted by Tuesday, June 18, 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>
<p>21. Notes</p>	<p>*Please note that the research room for this position will be for two persons, as a rule. *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/ *Ritsumeikan campuses are completely no smoking.</p>

22. Contact

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.

(Please contact us by noon (JST) on May 17 if you have questions about the application.)