

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 Tenured Faculty Position**

Dean Tomoaki Nishimura  
 College of International Relations  
 Ritsumeikan University

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

We would be grateful if you could inform any relevant departments, institutions, or organizations about this open position. We sincerely appreciate your continuing effort 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 a professor/associate 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.

<b>1. Area of Specialization</b>	International Finance
<b>2. Position Available</b>	Tenured Faculty (Professor or Associate Professor)
<b>3. Job Description · Teaching Responsibilities</b>	<p>The successful candidate will be engaged in teaching the subjects below and activities regarding education, research, promotional activities, social contribution, collaborative activities with our affiliated high schools, and research guidance at graduate level of our college and university.</p> <p>Teaching Responsibilities : International Finance, 国際金融論, Introductory Seminar, Advanced Seminar (undergraduate level)          International Finance, Development Finance, International Economics, Macroeconomics, Advanced Seminar, 特別演習 (graduate 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 professor/associate professor will also conduct duties connected to the administration of the JDP (such as entrance exams, various meetings, etc.).</p>

<b>4. Number of Positions Available</b>	1
<b>5. Ideal Faculty Outlook</b>	<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>
<b>6. Starting Date</b>	April 1, 2025
<b>7. Qualification Requirements</b>	<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"> <li>①Ph.D. degree or equivalent research achievements. Or substantial work experience in the fields of international finance and/or development finance at international, public or private institutions is also welcomed.</li> <li>②Ability to conduct classes in Japanese and English. Besides conveying expert knowledge, it is expected to flexibly accommodate the needs of our undergraduate and graduate students and to deliver lectures on basic knowledge of macroeconomics.</li> <li>③Willingness to contribute to administrative duties in Japanese language at the university.</li> </ul>
<b>8. Period of Employment</b>	Tenured (No probationary period)
<b>9. Affiliation · Workplace</b>	<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>
<b>10. Teaching Load</b>	<p>A total of ten teaching hours per year. (On average, five 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 class hours.</p>
<b>11. Breaks</b>	Breaks shall be granted in accordance with the Labor Standards Act.
<b>12. Days Off</b>	<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>

<b>13. Salary, Allowances</b>	<p>①Example monthly basic salary :  35years old/Associate Professor: JPY491,000  40years old/Professor: JPY571,000  45Years old/Professor: JPY645,000  *Based on AY2023 actual payments</p> <p>②Bonus : Twice a year (June &amp; December)</p> <p>③Allowances : commuting allowance, administrator’s allowance, overtime allowance, etc.</p>
<b>14. Retirement Age</b>	<p>Professor - 65 years old, Associate professor - 60 years old (There is a system to extend employment period for associate professors.)</p>
<b>15. Social Insurance</b>	<p>Full social insurance including employment insurance and, workers’ compensation provided.</p>
<b>16. Recruiting Entity</b>	<p>The Ritsumeikan Trust</p>
<b>17. Application Deadline</b>	<p>All application materials must arrive by no later than Friday, May 17, 2024(JST)</p>
<b>18. Application Materials</b>	<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:  <a href="http://en.ritsumeikan-trust.jp/info/employment/">http://en.ritsumeikan-trust.jp/info/employment/</a>  *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>
<b>19. How to Send Materials</b>	<p>①Please convert each material ①–⑤ written above into separated PDF files.  ②Please name each file with &lt;number ①–⑤ + [contents’ name] + [Applicants’ name]&gt; 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 “④Research Achievements” by using other methods such as a file transfer service and inform us how to access it by email.</p>
<b>20. Submission Address</b>	<p>E-mail Address: <a href="mailto:ir-apply@st.ritsumei.ac.jp">ir-apply@st.ritsumei.ac.jp</a>  Subject line: Faculty Application [International Finance]</p>

<p><b>21. Screening Process</b></p>	<p>First Screening・・・Document Screening</p> <p>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)</p> <p>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.</p> <p>*Interviews might be conducted online.</p>
<p><b>22. Notes</b></p>	<p>* Ritsumeikan has various systems in place to support work-life balance. Research-Life Support Division for Promotion of Gender Equality:  <a href="https://www.ritsumei.ac.jp/research/rsupport/eng/">https://www.ritsumei.ac.jp/research/rsupport/eng/</a></p> <p>*Ritsumeikan campuses are completely no smoking.</p>
<p><b>23. Contact</b></p>	<p>Yamane (Ms.) /Sakurada (Mr.)  College of International Relations, Ritsumeikan University  Email : <a href="mailto:ir-apply@st.ritsumei.ac.jp">ir-apply@st.ritsumei.ac.jp</a></p> <p>* 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.)</p>