

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 Masashi Morioka
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 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	The United Nations Studies
2. Position Available	Tenured Faculty (Professor or Associate Professor)
3. Job Description · Teaching Responsibilities	<p>The successful candidate will be engaged in teaching courses below and activities regarding education, research, administrative duties, social contribution of our faculty and university.</p> <p>Teaching Responsibilities : 国際連合入門 Introduction to the United Nations 国際公務セミナー 専門演習 (All courses above are for undergraduate) 特別演習 Professional Training; Diplomacy (All courses above are for graduate)</p> <p>*There is a possibility that the successful applicant might be assigned to teach courses (in Japanese or English) other than those listed above. They may also not be required to teach all of the aforementioned courses.</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	April 1, 2026
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> <p>①In principle, at least 20 years of work experience in an international organization or government diplomatic or aid organization.</p> <p>②Ability to conduct courses in Japanese and English.</p> <p>③Willingness to contribute to administrative duties in Japanese language at the university.</p>
8. Period of Employment	Tenured (No probationary period)
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 courses offered on the Biwako-Kusatsu Campus (Shiga Prefecture), Osaka Ibaraki Campus (Osaka Prefecture).</p>
10. Teaching Load	<p>Average of five teaching hours throughout the year (Each class period is basically 95 minutes and one course consists of 95 minutes × 14 times (weeks) + 20 minutes (Video on Demand class etc.).</p> <p>*There is a possibility that you might be assigned to courses in excess of the above teaching class hours.</p>
11. Breaks	Breaks shall be granted in accordance with the Labor Standards Act.
12. Days Off	<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	<p>①Example monthly basic salary :</p> <p>35years old/Associate Professor: JPY503,000</p> <p>40years old/Professor: JPY583,000</p> <p>45Years old/Professor: JPY657,000</p> <p>*Based on AY2024 actual payments</p> <p>②Bonus : Twice a year (June & December)</p> <p>③Allowances : commuting allowance, administrator's allowance, overtime allowance, etc.</p>

14. Retirement Age	Professor - 65 years old, Associate professor - 60 years old (There is a system to extend employment period for associate professors.)
15. Social Insurance	Full social insurance including employment insurance and, workers' compensation provided.
16. Recruiting Entity	The Ritsumeikan Trust
17. Application Deadline	All application materials must arrive by no later than Monday, July 7, 2025 (JST)
18. Application Materials	<p>①Curriculum Vitae (Specified Form, List only major achievements in the column of achievements.)</p> <p>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).</p> <p>③Faculty Appointment Candidate Contact Information (Form A: Please name two persons who can act as references for this position.)</p> <p>④Research Achievements: (3 major publications. At least one publication must be written in English.)</p> <p>⑤Photocopy of Diploma (Please bring the original to the interview.)</p> <p>*Application forms can be downloaded from the following website: https://en.ritsumeikan-trust.jp/info/employment/</p> <p>*The materials submitted by mail will not be accepted.</p> <p>*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>
19. How to Send Materials	<p>①Please convert each material ①-⑤ written above into separated PDF files.</p> <p>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")</p> <p>③Please send your "③ Form A" in Excel format in addition to the PDF files.</p> <p>④Please attach each file to an email and send it to the email address written in the Submission Address column below.</p> <p>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>
20. Submission Address	<p>E-mail Address: ir-apply@st.ritsumei.ac.jp</p> <p>Subject line: Faculty Application [The United Nations Studies]</p>
21. Screening Process	<p>First Screening・・・Document Screening Short-listed candidates who pass the document screening will be contacted by Wednesday, July 23, 2025 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.</p> <p>*Interviews might be conducted online.</p>

22. Notes	<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>*Ritsumeikan campuses are completely no smoking.</p>
23. Contact	<p>Yamane (Ms.) / Sakurada (Mr.) College of International Relations, Ritsumeikan University Email : ir-apply@st.ritsumei.ac.jp</p> <p>*For further information, you may contact us via email. (Please contact us by noon on Monday, July 7, 2025 (JST) if you have questions about the application.)</p>