

June 11, 2025

The Ritsumeikan Trust
Ritsumeikan University
College of Information Science and Engineering

Guidelines for a Fixed-Term Faculty Member Recruitment

Ritsumeikan University
College of Information Science and Engineering
Dean Hideyuki Takada

The College of Information Science and Engineering, Ritsumeikan University is now recruiting a fixed-term lecturer of English 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 Information Science and Engineering, Ritsumeikan University, in accordance with the Act on Promotion of Women's Participation and Advancement in the Workplace, strongly encourages female candidates to apply.

Area of Specialization	Prospective applicants should have research experience in at least one of these or related areas: – TESL/TEFL/TESOL – Applied Linguistics – Second Language Acquisition Studies – Linguistics
Position Available	Fixed-term Faculty (Lecturer)
Job Description/ Teaching Responsibilities	The successful candidate will be engaged in teaching courses below and activities regarding education, research, administrative duties, social contribution of our faculty and university. The teaching courses may include English 105-110, Professional Communication, Academic Literacy, Overseas Training Program for IT and English, etc.
Number of Positions	1
Ideal Faculty Outlook	We invite applicants who understand the Ritsumeikan Charter, the founding spirit, the core educational philosophy, and the educational and research goals at the College of Information Science and Engineering. Applicants should also be aware of their social responsibilities as individuals involved in higher education and research. They are expected to respect fundamental human rights, as well as legal compliance while performing their duties sincerely and fairly. In addition, they should be able to act in accordance with high ethical standards and social common sense. (For the Ritsumeikan Charter and other information, see the websites of Ritsumeikan University and the College of Information Science and Engineering.)
Starting Date	April 1, 2026

Qualification Requirements	<p>Applicants must be able to start working from the above starting date, and must meet all the following eligibility requirements:</p> <p>(1) Must have at least a master's degree at the time of application with a relevant research field.</p> <p>(2) Must have three or more years of experience in teaching English to Japanese university students. Must be passionate about education and research and be willing to actively participate in the operational affairs of our English language program.</p> <p>(3) Must have native or near-native proficiency in English. (Applicants who are non-native speakers of Japanese should have an adequate command of Japanese to perform administrative duties.)</p> <p>*Those who have been employed with Ritsumeikan Trust on a fixed-term contract for six or more consecutive years immediately preceding the academic year before starting this position are not eligible to apply.</p>
Period of Employment	April 1, 2026 to March 31, 2031 (5 years, not renewable) (No probationary term)
Affiliation/ Workplace	<p>College of Information Science and Engineering</p> <p>Department of Information Science and Engineering (Core Education)</p> <p>Workplace: Osaka Ibaraki Campus (Osaka Prefecture)</p> <p>There is a possibility that you might be in charge of subjects taking place on the Kinugasa (Kyoto Prefecture) or Biwako-Kusatsu Campus (Shiga Prefecture).</p>
Teaching Load	<p><Lecturer></p> <p>Average of four teaching hours throughout the year</p> <p>*Each class period is basically 95 minutes and one subject 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 hours.</p>
Breaks	Breaks shall be granted in accordance with the Labor Standards Act.
Days Off	<p>Saturdays, Sundays, public holidays, 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 unified make-up class days.</p>
Salary Allowances	<p><Lecturer></p> <p>(1) Basic yearly salary : JPY 6,180,000</p> <p>(2) Allowances : commuting allowance, duty allowance, overtime allowance, etc.</p>
Social Insurance	Full social insurance including employment insurance and workers' compensation provided.
Recruiting Entity	The Ritsumeikan Trust
Other	<ul style="list-style-type: none"> ● In accordance with the Act on the Promotion of Women's Active Engagement in Professional Life, Ritsumeikan actively welcomes applications from women. ● 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/

	<ul style="list-style-type: none"> ● Ritsumeikan campuses are completely no smoking * Please note that submission of a health check certificate is not required at this time. However, the successful applicant will be required to complete the standard employee health examination before the commencement date.
Application Deadline	All application materials must arrive by no later than Friday, August 29, 2025(JST)
Application Materials	<p>Prospective applicants should submit the following:</p> <p>(1) Curriculum Vitae* (signed)</p> <p>(2) Full list of publications (see Form A*)</p> <p>* Curriculum Vitae Form (in MS Excel format) and Form A (in MS Excel format) can be downloaded from the following Recruitment Information site https://en.ritsumeikan-trust.jp/info/employment/</p> <p>(3) Certificate of your degree (a photocopy is acceptable; successful candidates will later be required to present the original document to the office.)</p> <p>(4) Full copies of up to three academic publications in relevant areas</p> <p>(5) Summaries of the three academic publications (either about 400 characters in Japanese or 500 words in English for each)</p> <p>(6) An essay of explaining the applicant's educational aspirations in Ritsumeikan University (either about 800 characters in Japanese or 1000 words in English) (free format)</p> <p>(7) Two references (names, contact information, and relationship to the applicant) (free format)</p> <p>All application materials must be sent in printed form to the address below (by registered postal mail). In addition to the printed materials, in the same envelope, applicants must enclose a CD-R, DVD-R, or other medium with all the application materials prepared in these formats: Curriculum Vitae and Form A in MS Excel format, and the others in PDF format.</p> <p>* Please note that materials submitted will not be returned.</p> <p>* Personal information provided for the application will be handled with the utmost care, in accordance with the university regulations. This information will only be used for applicant screening purposes.</p>
Screening Process	<p>1. The First Screening (Document Screening)</p> <p>Only those applicants who pass the first screening will be notified and provided with details of the second screening by September 13.</p> <p>2. The Second Screening (Interview and mock lesson)</p> <p>Transportation fees will be reimbursed only for domestic travel (public transportation only).</p>
Submission Address	<p>Administrative Office, College of Information Science and Engineering Ritsumeikan University 2-150 Iwakuracho, Ibaraki, Osaka 567-8570 JAPAN</p> <p>Application materials must be sent by registered mail and the envelope clearly labeled in red ink as follows: "Application documents for the English lecturer position"</p> <p>* Applications submitted by e-mail or brought to the office will NOT be accepted.</p>

Contact	Administrative Office, Ritsumeikan University College of Information Science and Engineering Attn: Mr. Go or Ms. Endo TEL:072-665-2075 FAX : 072-665-2239 E-mail : johokobo@st.ritsumei.ac.jp * Please note that August 8 through August 18 is the summer holiday period.
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