

March 15, 2023

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 concerned 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 Promotion of Women's Participation and Advancement in the Workplace, strongly encourages female candidates to apply.

1. Area of Specialization	International Politics
2. Position Available	Fixed-term Faculty (Associate Professor)
3. Job Description · Teaching Responsibilities	<p>The successful candidate will be engaged in teaching subjects below and activities regarding education, research, administrative duties, social contribution of our faculty and university.</p> <p>Teaching Responsibilities : Comparative and Global Governance, Global Studies Research, Professional Workshop (Undergraduate level), Politics in Developing Countries (Graduate level)</p> <p>*There is a possibility that the successful applicant might be assigned to teach courses other than those listed above. However, not all of the aforementioned classes may be assigned.</p> <p>*The successful applicant is required to teach basic statistics, since Global Studies Research includes the content.</p>
4. Number of Positions	1
5. Ideal Faculty Outlook	<p>We invite applicants who understand the Ritsumeikan Charter, the founding spirit, the core educational philosophy, and the educational and research aim at the College and the Graduate School of International Relations. Applicants should also be aware of their social responsibilities as an individual 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.</p> <p>(For the Ritsumeikan Charter and other information, see the websites of Ritsumeikan University and the college and graduate school of International Relations.)</p>

6. Starting Date	April 1, 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 English. (3) Can teach courses related to international politics. (4) Can conduct classes flexibly according to the level of our undergraduate and graduate students while being able to teach basic statistics and qualitative research methods in an easy-to-understand manner. (5) Ability to perform daily work duties in Japanese. <p>*Applications will not be accepted from those who have been employed with Ritsumeikan Trust for over five consecutive academic years immediately preceding the academic year before starting this position.</p>
8. Period of Employment	<p>April 1, 2024 to March 31, 2029 (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 opened in Biwako-Kusatsu campus (Shiga Prefecture), Osaka Ibaraki campus (Osaka Prefecture)</p>
10. Duties of Class hour	<p>4 classes year round on average (a total of 8 classes per year /1 class hour is 90 minutes)</p> <p>*There is a possibility that you might be assigned to courses in excess of the above 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, 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. 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>①Basic yearly salary : 【Associate Professor】 JPY 6,000,000 ②Allowances : commuting allowance, duty allowance, overtime allowance, etc.</p>
14. Social Insurance	<p>Employment insurance, Worker's accident compensation insurance, Social insurance provided</p>

15. Recruiting Entity	The Ritsumeikan Trust
16. Application Deadline	All application materials must arrive by no later than Friday, May 12, 2023
17. Application Materials	<p>1. Curriculum Vitae (Specified Form, List only major achievements in the column of achievements.)</p> <p>2. List of research achievements (in any given form, in reverse chronological order in each category). Put * on the ones listed in the <i>1Curriculum Vitae (Specified Form)</i>. category). Put * on the ones listed in the <i>1Curriculum Vitae (Specified Form)</i>.)</p> <p>3. Faculty Appointment Candidate Contact Information (Form A: Please name two persons who can act as references for this position.)</p> <p>4. Research Achievements (3 major publications. At least one publication must be written in English.)</p> <p>5. Photocopy 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/</p> <p>*The materials submitted will not be returned.</p> <p>*The materials will be used only for the faculty recruitment process and the personnel administration after the adoption decision.</p>
18. How to Send Materials	<p>① Please convert each material 1-5 written above into separate PDF files.</p> <p>② Please 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>③ Please send your "Form A" in Excel format in addition to the PDF files.</p> <p>④ Please attach each file to an email and send it to the email address written in the Submission Address column below.</p> <p>⑤ If the total volume of your data exceeds 10MB, please send "4.Research Achievements" by using other method such as a file transfer service and inform us how to access it by email.</p>
19. Submission Address	<p>E-mail Address: ir-apply@st.ritsumei.ac.jp</p> <p>Subject line: Faculty Application [International Politics]</p>
20. Screening Process	<p>First Screening・・・Document Screening Short-listed candidates who pass the document screening will be contacted by Tuesday, June 6, 2023, for an interview via email.</p> <p>Second Screening・・・Interview (Including Mock Lectures) Short-listed candidates will be asked to submit sample syllabi in English, and to conduct mock lectures also in 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 shared by two people, as a rule.</p> <p>*Ritsumeikan University institutes systems regarding Work-life balance. For more details, please refer to the website below. < Ritsumeikan University Research Life Support Division > http://www.ritsumei.ac.jp/research/rsupport/</p> <p>*The campus at Ritsumeikan University is smoke-free.</p>
22. Contact	<p>Teraishi (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.</p>