

June 12, 2024

The Ritsumeikan Trust
Ritsumeikan University
College of Information Science and Engineering (Graduate School of Information Science and Engineering)
Guidelines for a Fixed-Term Faculty Member Recruitment

Ritsumeikan University
College of Information Science and Engineering
(Graduate School of Information Science and Engineering)
Dean Hideyuki Takada

The College of Information Science and Engineering, Ritsumeikan University is now recruiting a full-time fixed-term faculty member 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: – Social Informatics, Web Information Engineering, Business Intelligence AI Applications
Position(s) Available	Fixed-term Faculty (Lecturer or Assistant Professor)
Job Description/ Teaching Responsibilities	The successful candidate will be engaged in teaching subjects below and activities regarding education, research, administrative duties, social contribution of our faculty and university. The teaching subjects may include Introduction to OOA OOD and UML, Databases, Engineering Project-Based Learning, Introduction to Experimentation.
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 and the Graduate School of 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 and graduate school of Information Science and Engineering.)
Starting Date	April 1, 2025

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 a PhD degree, internationally recognized achievements in advanced research.</p> <p>(2) Must be passionate about education, research, and student research leadership, and be willing to actively participate in the operational affairs of CISE and its programs.</p> <p>(3) Must be able to teach classes in English.</p> <p>(4) Must be motivated to work for the continual global advancement of CISE and ISSE.</p> <p>*Those who have been employed with Ritsumeikan Trust on a fixed-term contract for more than six consecutive years immediately preceding the academic year before starting this position are not eligible to apply.</p>
Period of Employment	<p>April 1, 2025 to March 31, 2030 (5 years) (No probationary period)</p> <p>Upon a comprehensive review of the applicant's teaching ability, research achievements, and status of work and classes, the employment period may be renewed once for a total period not exceeding ten years with Ritsumeikan Trust, if both parties agree to the renewal. However, those who had a fixed-term employment contract with Ritsumeikan Trust in the year prior to before starting this position may not be eligible to renew their contract.</p>
Affiliation/ Workplace	<p>College of Information Science and Engineering (CISE) Department of Information Science and Engineering, Information Systems Science and Engineering Course (ISSE) Workplace: Osaka Ibaraki Campus (Osaka Prefecture) 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 > Average of four courses per week throughout the semesters < Assistant Professor > Average of three courses per week throughout the semesters *One course is taught as 95 minutes class × 14 times per semester plus a 20 minutes class (video on demand class etc.), totally 1350 minutes per course. *There is a possibility that you might be assigned to courses in excess of the above number.</p>
Breaks	<p>Breaks shall be granted in accordance with the Labor Standards Act.</p>
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> <p>Additionally, you may be asked to come to campus on Saturdays, Sundays and public holidays for admission duties, open campus days, etc.</p>
Salary Allowances	<p>(1) Basic yearly salary : < Lecturer > JPY 6,000,000 < Assistant Professor > JPY 5,230,000 (2) Allowances : commuting allowance, administrator's 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/ ● Ritsumeikan campuses are completely no smoking <p>* 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.</p>
Application Deadline	All application materials must arrive by no later than Friday, August 30, 2024(JST)
Application Materials	<p>Prospective applicants should submit the following:</p> <ol style="list-style-type: none"> (1) Curriculum Vitae* (signed). (2) Full list of publications (see Form A*). <p>* Curriculum Vitae Form (in MS Excel format) and Form A (in MS Excel format) can be downloaded from the following site: https://en.ritsumeikan-trust.jp/info/employment/</p> <ol style="list-style-type: none"> (3) Full copies of up to five academic publications in relevant areas. (4) Certificate of the PhD degree. (A photocopy is acceptable. The successful applicant will later be required to present the original document to the administration.) (5) An essay of about 1000 words explaining the applicant's current research and future plans. (free format) (6) An essay of about 300 words explaining the applicant's educational aspirations in the ISSE course. (free format) (7) Two references (names, contact information, and relationship to the applicant) or two letters of recommendation. (free format) <p>All application materials must be sent in printed form to the address below. 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 in MS Excel format, 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	<ol style="list-style-type: none"> 1. The First Screening (Document Screening) Only those applicants who pass the first screening will be notified and provided with details of the second screening by September 9. 2. The Second Screening (Interview) The selection process is scheduled to take place between September 16 and September 25. <p>Transportation fees will be reimbursed only for domestic travel (public transportation</p>

	only). For overseas applicants the interview can be conducted online via Zoom.
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: <u>“Application documents for the ISSE fixed-term position”</u></p>
Contact	<p>Administrative Office, Ritsumeikan University College of Information Science and Engineering Attn: Mr. Go or Ms. Ogura TEL:072-665-2075 FAX : 072-665-2239 E-mail : johokobo@st.ritsumei.ac.jp * Please note that August 9 through August 19 is the summer holiday period.</p>