

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 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	English Language Teaching/Applied Linguistics or Related Fields
2. Position Available	Tenured Faculty (Professor or Associate Professor)
3. Job Description · Teaching Responsibilities	<p>The successful candidate will be engaged in teaching the courses below and activities regarding education, research, promotional activities, social contribution, collaborative activities with our affiliated high schools.</p> <p>Teaching Responsibilities : English for International Studies Bridge to International Studies Academic Skills Intensive English (All courses above are for undergraduate)</p> <p>*There is a possibility that the successful applicant might be assigned to teach courses (in English or Japanese) 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

<p>5. Ideal Faculty Outlook</p>	<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>
<p>6. Starting Date</p>	<p>April 1, 2026</p>
<p>7. Qualification Requirements</p>	<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"> ①Ph.D. degree or equivalent qualification (desirable candidate will have written their Master's Thesis or Ph.D. dissertation in English). ②Experience in teaching courses in English and ability to teach academic writing courses in college. ③Ability to teach high level courses in English on topics related to International Relations. ④Ability to fulfill duties related to the design and development of the university's English education program, carry out administrative tasks (e.g., drafting university documents in Japanese) and perform committee responsibilities in Japanese.
<p>8. Period of Employment</p>	<p>Tenured (No probationary period)</p>
<p>9. Affiliation · Workplace</p>	<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>
<p>10. Teaching Load</p>	<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>
<p>11. Breaks</p>	<p>Breaks shall be granted in accordance with the Labor Standards Act.</p>
<p>12. Days Off</p>	<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 admission duties etc.</p>
<p>13. Salary, Allowances</p>	<ul style="list-style-type: none"> ①Example monthly basic salary : <ul style="list-style-type: none"> 35years old/Associate Professor: JPY503,000 40years old/Professor: JPY583,000 45Years old/Professor: JPY657,000 *Based on AY2024 actual payments ②Bonus : Twice a year (June & December) ③Allowances : commuting allowance, administrator's allowance, overtime allowance, etc.

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 Friday, May 23, 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	E-mail Address: ir-apply@st.ritsumei.ac.jp Subject line: Faculty Application [English Language Teaching]
21. Screening Process	<p>First Screening・・・Document Screening Short-listed candidates who pass the document screening will be contacted by Wednesday, June 11 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 English during the interview. *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 Friday, May 23, 2025 (JST) if you have questions about the application.)</p>