

8 April, 2014
NISHIKAWA Koji
Director, Center for Language Education
Ritsumeikan Asia Pacific University

To whom it may concern:

Recruitment of Lecturers at Ritsumeikan Asia Pacific University

1. Recruitment Subject, Position and Number of Openings:

Subject Name	Position	Openings
English	Lecturer	Several

2. Date of Appointment: 1 October, 2014

3. Duration of Appointment: Successful candidates will be appointed for 1 year.
(If both the University and the candidate agree, the employment contract may be renewed up to 4 times).

4. Employment Conditions:

In accordance with the regulations of Ritsumeikan Asia Pacific University, the employment package includes bonus and transportation allowances.

5. Affiliation: Successful candidates will be affiliated to the Center for Language Education.

6. Expectations of Candidates:

Candidates must agree with the fundamental principles and goals of APU. It is desirable that applicants for English teaching positions are proficient in Japanese. Candidates with at least 3 years of teaching experience at the university level are preferred.

7. Minimum Academic Qualifications for Application:

Candidates must have completed a Master's degree or, in exceptional cases, have equivalent experience or achievements.

8. Documents Required:

Please submit 1 copy of each of these documents in the University's preferred format. **Please download items (1), (2), (4) and instructions on how to complete the forms from the "Jobs" section of the APU website (www.apu.ac.jp).**

- (1) **Curriculum vitae** with applicant's signature or printed name with a seal and photo attached (40mm x 30mm) [Form 1]
- (2) **Teaching (Research) Experience Statement** [Form 1]
- (3) **Microsoft Word Files of documents (1) and (2) on CD-R** (no need for signature, stamp or photograph)
- (4) **Language Proficiency Report** [Form 3]
- (5) **Statement of Intent for Application** (Please include your aspirations for Ritsumeikan Asia Pacific University, etc.) [No set format]
- (6) **Letters of Recommendation** At least 2 letters will be required. (The letters must denote the

relationship between recommender and candidate. Please submit original versions of the letters in sealed envelopes.) [No set format]

(7) **Proof of highest level of education** (Copy of diploma is acceptable)

*Submission of items (1), (2) and (3), in both English and Japanese, is preferred.

(Non-native Japanese applicants may submit application documents in English only, however we may require them to submit a Japanese version upon request.)

*During the screening process, if necessary, you may be requested to provide additional details on past educational and research experience.

*Please note that submission of a health check form with the application is not required.

However if you are offered a position at APU, you will be asked to complete a health check using our official form by the date of the appointment.

*Please note that documents submitted are not returnable.

*Any personal information that has been provided on the application will be handled with the utmost care in accordance with University regulations. The information will not be used for any other purpose than to screen candidates for employment.

9. Application Deadline:

Friday, 9 May, 2014 (Applications must arrive by this date)

10. Interview

Candidates selected at the first screening will be invited to an interview, which will be held at APU or in cities designated by APU. Candidates are expected to participate in the interview at the designated date and place.

Interview dates are as follows:

- At APU: June 18 (Wed.), 21 (Sat.), 22 (Sun.)
- Overseas: Candidates will be informed directly.

11. Please submit completed application forms to:

Ritsumeikan Asia Pacific University
Academic Office
Attn: Director of Center for Language Education
1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

*Please be sure to send your application by registered mail (kakitome-yubin) and mark "CLE English Lecturer Position Application Enclosed" in red on the envelope.

*For further inquiries, please contact

GOTO Yuko

Academic Office, Ritsumeikan Asia Pacific University

E-mail: freccruit@apu.ac.jp

Subject: Application for CLE English Lecturer Position

12. Other:

Applicants will be asked to present a mock lecture to the interviewing committee at the time of the interview. Details of the interview will be sent to successful candidates.

* Please refer to the APU website < www.apu.ac.jp > for more information on the University.