

June 23, 2015

NISHIKAWA Koji

Director, Center for Language Education  
Ritsumeikan Asia Pacific University

To whom it may concern:

**Recruitment of Part-time English Language Lecturers  
at Ritsumeikan Asia Pacific University**

Our University is currently recruiting faculty members for the following position. Your assistance in sharing these details with interested parties would be greatly appreciated.

1. Number of openings: Several part-time lecturer positions
2. Affiliation: Successful candidates will be affiliated with the Center for Language Education.
3. Subject: English Language
4. Qualifications for Application:
  - 1) Candidates must have completed a Master's degree or have the equivalent of three years or more experience or achievements after graduating from university.
  - 2) Candidates with three years or more of English teaching experience at the university level are preferred.
  - 3) Candidates must be able to teach four days a week (Monday, Tuesday, Thursday and Friday)
5. Date of Appointment: October 1, 2015
6. Application Deadline: Tuesday, July 7, 2015 (Applications must arrive by this date)
7. Documents Required:
  - 1) Curriculum Vitae (including applicant's photo, educational history, and list of research/teaching achievements)
  - 2) Proof of Final Education (copy of degree acceptable)
  - 3) Major publications (books or theses) and/or teaching materials you have developed, if applicable. Photocopies will be accepted.
  - 4) Statement of Intent for Application\* (No set format)
    - \* Please include your aspirations for working at Ritsumeikan Asia Pacific University.
  - 5) Letters of Recommendation. At least 2 letters are required. (The letters must denote the relationship between recommender and candidate. Please submit original versions of the letters in sealed envelopes.) (No set format)
    - Please prepare an English version of your CV. Submitting a Japanese version of your CV in addition to the English version is preferable.
    - Submitted documents will not be returned.
    - Any personal information provided with applications will be handled with the utmost care in accordance with University regulations. This information will not be used for any purpose other than the screening of candidates for employment.
8. Terms and Conditions
  - 1) Remuneration: 10,000 yen per lesson (a lesson is 95 minutes). A transportation allowance will be paid in accordance with University regulations for days on which classes are held.
  - 2) Teaching Hours: 8-12 lessons per week (planned). Details will be sent at the time of appointment.

\*The fall semester lasts from October to early February, and the spring semester lasts from April to early August. However, you may be required to work at times other than these.

9. Selection Process: Document Screening and Interview

Once document screening has been completed, we plan to hold interviews in the middle of July. Details of the interview dates will be sent to successful candidates.

10. Please submit applications via post to:

Director of the Center for Language Education  
c/o Academic Office  
Ritsumeikan Asia Pacific University  
1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

\*Please be sure to send your application by registered mail *kan-i kakitome* and mark "English Part-time Lecturer Application Enclosed" in red on the envelope.

\*Contact: NAKAMURA Michiko (Ms)

Academic Office

E-mail: [frecruit@apu.ac.jp](mailto:frecruit@apu.ac.jp)

\*Please enter "Application for Part-time English Faculty Position" as the subject line for e-mails.

Please refer to the APU website [ <http://www.apu.ac.jp> ] to learn more about our University.