

June,2023

To all related organizations and bodies,

**Recruitment of “Shokutaku” Full-time English Language Instructors
Language Education Center, Ritsumeikan University**

Ryo Kirimura
Director, Language Education Center
Ritsumeikan University

We are now recruiting “Shokutaku” Full-time English Language Instructors (SFELI) at our institute. We are looking for qualified individuals to fill these positions, and kindly ask that you help us make the following information known to any and all eligible individuals. Your cooperation is greatly appreciated and we thank you for your support.

*SFELI are hired on contracts for one-year terms renewable up to four times subject to approval by the screening committee.

Recruiting Position	“Shokutaku” Full-time English Language Instructors
Job Description / Responsibilities	①Each SFELI will teach an average of ten credit-hours (koma) per week per semester (one credit-hour is 90 minutes). ②SFELI will also be asked to perform various duties related to education at our institution.
Number of Openings for the SFELI Position	6
Ideal Faculty Outlook	We invite applicants who understand the Ritsumeikan Charter, the founding spirit, the core educational philosophy, and the educational and research objectives at Language Education Center, the Institute for Language Education and Research. Applicants should also be aware of their social responsibilities as an individual engaged 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.)
Starting date	April 1, 2024
Qualification for Employment	①Candidates must be capable of teaching English as a foreign language. ②Candidates must have at least a master's degree at the time of application, with a relevant research field in an area such as the following: TESL/TEFL/TESOL, Applied Linguistics (including CALL and other language education technologies, testing, etc.), Linguistics, Intercultural Communication, and Area Studies. ③Candidates must have experience teaching non-native students of English. It may be desirable for candidates to have experience teaching CALL, CLIL, remedial classes for learners with limited English language proficiency, and/or TOEFL/TOEIC preparation courses. * Those who have a part-time or fixed term contract with the Ritsumeikan Trust in the academic year 2023 are unable to apply. However, those with an indefinite part-time contract are eligible.

Term of employment	April 1, 2024 to March 31, 2025 (No trial term) ※Annual contract, renewable up to four times subject to approval by the screening committee. ※A Shokutaku Instructor shall not be hired after the first March 31 following the day on which he or she turns a full 70 years of age.
Place of Work	Language Education Center One or two of these campuses: Ritsumeikan University's Kinugasa Campus (KIC), Biwako-Kusatsu Campus (BKC), or Osaka Ibaraki Campus (OIC).
Class hour	Each SFELI will teach an average of ten credit-hours (koma) per week per semester (one credit-hour is 90 minutes) ※We may offer you more than the credit-hours mentioned above.
Break time	It will be provided according to the Labor Standards Act.
Holidays	Saturdays, Sundays, National Holidays, Summer holiday/ Year-End and New Year holiday, and other holidays Ritsumeikan prescribe. Please note that there are some Saturdays/National holidays which may be designated as class days according to the class schedule.
Compensation	①Monthly Salary: ¥ 350,500 Bonus: Summer: ¥ 500,000, Year-end Bonus: ¥ 500,000 Total Remuneration: ¥ 5,206,000 ②Allowance: Commuting Allowance, Over time working allowance etc.
Insurances	Employment insurance, Industrial Accident Compensation Insurance, and Social Insurance (medical insurance, pension) *Medical Insurance: SFELIs are required to join the Mutual Aid Association of Private School Personnel (Shigaku Kyosai) during the term of their employment at Ritsumeikan University. Ritsumeikan Trust and the SFELI shall pay a prorated cost in accordance with Japanese law. Please be advised that all SFELIs are required to join the Shigaku Kyosai pension scheme as well, and that fees for both the pension and health insurance plans will be deducted from the SFELI's salary each month.
Recruiter	Ritsumeikan Trust
Other	○We welcome women candidates according to The Act on Promotion of Women's Participation and Advancement in the Workplace. ○We have various systems related to work-life balance. <Research-Life Support Division for Promotion of Gender Equality> http://www.ritsumei.ac.jp/research/rsupport/ ○Smoking is prohibited throughout the entire premises of Ritsumeikan University and no smoking spaces are provided.
Application Deadline	23:59 Friday, August 18, 2023 (JST)
Application Materials	①Application Form (designated format) ※Please access our employment information page (http://www.ritsumeikan-trust.jp/publicinfo/recruitment/) and download the application form. ②A photocopy of the original certificate of your highest academic degree earned. ③A list of publications and conference presentations. (No particular format.) ④Abstracts of up to three of your academic papers. (Please limit them to 500 words in English or 400 characters in Japanese. No particular format.) ⑤A photocopy of your original TESL/TEFL/TESOL certificate if you have such a qualification. ※Please note that Application Materials will not be returned. ※ Please be sure to include all relevant information on our official application forms and do not attach a separate CV or other personal

	<p>documents.</p> <p>※ Any personal information that we have obtained through your application will be handled in accordance with the 'Protection of Personal Information Act' and will be used strictly for identifying candidates for the positions only.</p>
Submission of Application to	<p>Please access our employment information page to fill out the application form and upload the application materials①~⑤ mentioned above. Please make sure to submit all of them by the Application Deadline through the online system.</p> <p>※E-mailed applications will not be accepted.</p>
Selection Process/Results	<p>Short-listed candidates will be interviewed on Saturday, September 16th or Sunday 17th, 2023.</p> <p>If you are invited to this interview, you will be informed of the result by the end of October by e-mail.</p> <p>※Inquiries about the selection process results cannot be answered individually.</p>
Contact for Inquiries	<p>Office of Language Education Planning and Development <i>(Gengo Kyoiku Kikaku-ka)</i> Ritsumeikan University Osaka Ibaraki Campus Kamoto (Ms.) ,Greenleaf (Ms.) TEL:(+81)072-665-2061 FAX:(+81)072-665-2059 Email: g-jinji@st.ritsumei.ac.jp</p>