

## Announcement for Faculty Recruitment

The Ryukoku University Faculty of Business Administration invites applications for one full-time, tenured position. The faculty would appreciate your sharing this announcement with interested parties. Please see the original Japanese announcement on the Ryukoku University website to confirm important details (see link below).

1. Main Classes to be Taught: “English”
2. Faculty Affiliation: Faculty of Business Administration
3. Position: Professor, Associate Professor or Lecturer
4. Number of Positions: One (1)
5. Anticipated Start Date: Wednesday, April 1, 2026
6. Document Submission Deadline: No later than Tuesday, September 2, 2025
7. Required Qualifications:
  - (1) Individuals who hold a Doctoral degree (including those expected to obtain one) or those recognized as having equivalent abilities.
  - (2) Applicants must be specialized in one of the following fields: English literature, [English culture](#), English linguistics, or English language education.
  - (3) Applicants must have experience teaching English at a university or equivalent institution (including part-time teaching) and be enthusiastic about university-level English education.
  - (4) Applicants must have a TOEFL iBT score of 100 or above and have well-balanced English proficiency in all four skills (reading, writing, speaking, and listening).
  - (5) For those whose first language is not Japanese, individuals who possess sufficient Japanese language skills to perform Faculty and internal administrative duties.
  - (6) Individuals who are strongly motivated and passionate about engaging in research, education, social contributions, and university administration.
  - (7) Individuals who respect the founding spirit of our university (<https://www.ryukoku.ac.jp/about/spirit.html>) and are willing to actively participate in educational activities and other duties.
8. Required Documents:
  - (1) Curriculum Vitae with Photo (Ryukoku University Form 1)
  - (2) Educational and Professional Achievement Record including content (Ryukoku University Form 2)
  - (3) Research Achievement Record (Ryukoku University Form 3)

- Clearly categorize publications into books, academic papers (indicating whether with or without peer review), and others (such as conference presentations), and number each in order of publication.
- Distinguish between sole authorship and co-authorship, and clearly state the publisher name, journal name, conference name, date of publication, etc. For co-authored works, clearly indicate your contribution and the pages/part you were responsible for.
- Provide a brief summary (approximately 200 words) for each research achievement.
- Mark three major research achievements with a checkmark.

(4) Other Achievements Record (Ryukoku University Form 4)

(5) Copies of the three major research achievements indicated in (3) above (photocopies allowed)

(6) An essay of 1,200 Japanese characters (approximately one page of A4 paper) with a statement of intent for one's education and research.

Note:

The required forms can be downloaded from the Ryukoku University website.

<https://www.ryukoku.ac.jp/employment/index.htm>

#### 9. Selection Process:

- (1) After considering submitted materials (the results will be notified to applicants), short-listed candidates may also be asked to participate in an interview and give a teaching demonstration, as appropriate (with the possibility that these are conducted online in the event of especially unusual circumstances)
- (2) Short-listed candidates may be asked to submit a syllabus or similar materials.
- (3) Applicants will be directly notified of the results of the selection process after a final decision is made.

#### 10. Submission Method:

Create a PDF file of your submission, combine them into a single ZIP file with no password, and upload the file in Web Application on JREC-IN Portal.

Regarding required documents (5), create a PDF file of each marked major research achievements.

[Example: Documents of RYUKOKU Taro]

- Curriculum Vitae  
→RyukokuTaro\_1.pdf
- Educational and Professional Achievement Record  
→ RyukokuTaro\_2.pdf
- Research Achievement Record  
→ RyukokuTaro\_3.pdf
- Other Achievements Record

- RyukokuTaro\_4.pdf
- Three Major Research Achievements (as listed in the Research Achievement Record)
  - RyukokuTaro\_5a.pdf, RyukokuTaro\_5b.pdf, RyukokuTaro\_5c.pdf
- Statement of Intent for Education and Research
  - RyukokuTaro\_6.pdf

In principle, we accept online applications. If this is difficult, please prepare six copies of all the required documents and send them by registered mail to the contact address, ensuring they arrive by the deadline (Tuesday, 2 September 2025). Please write "Application Documents for Full-Time Faculty Position in the Faculty of Business Administration Enclosed" in red on the envelope. If it is difficult to send PDF files of publications such as books, please send one copy of the publication by registered mail to the contact address by the deadline.

#### 11. Contact Information:

Office of Faculty of Business Administration

Ryukoku University

67 Tsukamoto-cho, Fukakusa, Fushimi-ku, Kyoto 612-8577 Japan

Contact Person: Syumpei Yumiba

Tel: +81-(0)75-645-7895 / Fax: +81-(0)75-643-9901

Email: [keieikoubo@ad.ryukoku.ac.jp](mailto:keieikoubo@ad.ryukoku.ac.jp)

\*The office will be closed from Monday, August 11 to Monday, August 18 due to the Summer vacation as well as on Saturdays and national holidays.

#### 12. Others:

- (1) In general, submitted documents will not be returned.
- (2) The personal information provided in your application will be appropriately managed in accordance with our university's regulations and will not be used for purposes other than selection and employment.
- (3) In accordance with the principles of the Basic Act for a Gender Equal Society, if research, educational achievements, and abilities are deemed equal, female candidates will be given preference in hiring.

Takeshi Hasegawa

Dean

Faculty of Business Administration

Ryukoku University