

Kwansei Gakuin University's School of International Studies Invites Application for A Non-tenure Track Position in Business Administration

1. Duties:

Teaching Load: Four 100-minute classes per week

Courses to be offered: Basic Management, Management, International Management, Basic Seminar A/B, Research Seminar I/II.

In addition, taking charge of graduate school classes according to specialty may be possible.

Plus administrative duties as required by the dean.

2. Position:

(1) Associate Professor or Professor (Fixed-term Instructor A)

(2) Assistant Professor (Fixed-term Instructor C)

3. Annual salary including Life Design Allowance & Benefits:

(1) Associate Professor or Professor (Fixed-term Instructor A)

Annual salary between 11,140,000 yen and 11,730,000 yen (depending on the position)

(2) Assistant Professor (Fixed-term Instructor C)

Annual salary between 5,350,000 yen and 5,520,000 yen (depending on the position)

Other benefits, including research/travel allowances and paid holidays, are provided in accordance with university regulations.

4. Number of Position Available:

One (One Associate Professor or Professor, or one Assistant Professor as indicated in "2. Position")

5. Required Field of Study

Business Administration

6. Position Available at:

KGU School of International Studies

7. Period of Employment:

April 1, 2026 to March 31, 2027

The employment contract is for one year, and is renewable for up to five years total by mutual agreement. However, as for applicants who have/had worked at Kwansei Gakuin within six months prior to April 1 2026, the term of contract may be restricted according to "Rules and Regulations for Term Limits on Fixed-term Employment Agreements."

Mandatory retirement age of Kwansei Gakuin University is 68 for a full professor with fixed term; 65 for an associate professor and an assistant professor with fixed terms.

8. Application Deadline:

Please ensure that all application documents be submitted by April 25, 2025.

9. Qualifications:

(1) Ph.D. in hand or equivalent

(2) Teaching experience for three years or longer at a university level preferred

(3) Native or near-native competency in English

10. Application Documents:

(1) A CV (free format, photo required)

(2) A list of research achievements (Please indicate with * the three major achievements.)

(3) Three copies of each of the three major achievements (each of the three should be accompanied by a 400-word abstract).

Applicants may be asked to submit additional documents during the selection process.

(4) A photocopy of the highest degree certificate

(5) Confirmation form for disciplinary actions or other punitive measures due to reasons such as sexual harassment and sexual violence (designated form)

* In accordance with a notice by the Director-General of the MEXT Higher Education Bureau issued on September 29, 2023 regarding the promotion of initiatives to prevent sexual violence including sexual harassment, Kwansei Gakuin University needs to verify employees' history of being subject to disciplinary actions or other punitive measures for reasons such as sexual harassment and sexual violence. We ask that you answer the questions on the separate sheet asking whether you have previously been subject to disciplinary actions for reasons such as sexual violence. You do not need to report any cases which are under in-house investigation. Please note that you may be subject to revocation of employment or dismissal on disciplinary grounds if you are found to have significantly falsified your track record, including misrepresenting your history of disciplinary action.

Personal information provided in the application documents will be used and stored for Kwansei Gakuin University to achieve its purpose of selecting a candidate for the position. When the selection process is complete, all personal information will be securely disposed of at the responsibility of the University.

11. Selection:

After screening of the application documents, short-listed applicants may be invited to interview. (scheduled during April 26 to May 9, 2025)

12. Results:

The results will be sent to each applicant after the selection process.

13. How to submit:

Please submit all application documents by registered mail (書留).

Send the documents to: 1-1-155 Uegahara Nishinomiya, Hyogo, JAPAN, 662-0045

Addressed to the Personnel Committee, School of International Studies, Kwansai Gakuin University

(Please write "Application documents for fixed-term faculty in the field of economics and business administration" in red on the envelope and send it by registered mail (書留). As a general rule, application documents will not be returned.)

14. Contact:

KGU School of International Studies at: kgusis@kwansai.ac.jp

Inquiries should be made by e-mail only. Please use the subject line "Application inquiry for fixed-term faculty in economics and business"