

“Digital Archive Research Center for Japanese Cultural Resources,” Art Research Center,
Ritsumeikan University

Guideline for Senior Researcher Applications FY2018

The Ministry of Education, Culture, Sports, Science and Technology, Japan, has designated the Art Research Center, Ritsumeikan University, as a Joint Usage/Research Center (hereinafter “the Center”). The Center is pleased to invite applications for positions of senior researchers. We seek candidates who are willing to promote joint research with researchers both in and outside of Japan, as well as committed to managing the Center, as follows:

1. Responsibilities of Senior Researchers

Senior researchers are responsible: to conduct the Center’s research activities; to assist the Center in managing Joint Usage/Research, including management of servers and databases, and support and research of digital-archive construction; and other tasks instructed by the Director of the Art Research Center.

2. The Number of the Senior Researchers to be Recruited: 1

3. Eligibility

Have received a doctoral degree (Ph.D.) or will receive a doctoral degree (Ph.D.) by March 31, 2018.

(Or be a Ph.D. candidate who enrolled in the doctoral program before FY 2011 and will submit a dissertation by March 31, 2018 and receive a doctoral degree by March 31, 2019)

4. Affiliation and workplace

The successful applicant will belong to the Kinugasa Research Organization and work at the Art Research Center, Kinugasa Campus.

5. Duration of the Employment

From April 1, 2018 to March 31, 2019

*The employment contract is concluded for one fiscal year. The contract might be renewed only once by mutual consent, after the Center verifies the senior researcher’s performance of duties, other demonstrated abilities and progress.

*Depending upon when you can obtain a visa, the starting date of your employment may be delayed.

6. Terms of the Employment

(1) Discretionary work system for professionals will be applied for the successful applicant, who can exercise his or her own discretion in terms of when and how long to work, based on the following standards.

*Workdays: Monday through Friday

*Holidays: (1) Saturday and Sunday; (2) national holidays; (3) New Year holidays from December 28 to January 5; (4) Foundation day (May 19); and (5) other temporary holidays

*Start and Finish Times, and Lunch Break:

Start Time: 9 A.M.; Finish Time: 5:30 P.M.; and

Lunch Break: Between 11:30 A.M. and 0:30 P.M.

*Not allowed to work late at night and on holidays.

(2) Monthly stipend: JPY 330,000, including tax

When you start working in the middle of a month, you will be paid by the day for the specific month.

(3) The senior researchers will NOT be provided with any allowances for dependents, housing, and transportation.

(4) The senior researchers will get insurance from the Mutual Aid Cooperation for Private Schools of Japan as well as employment insurance.

(5) The senior researchers can teach four classes--one class is 90 minutes long--a week if approved by the steering committee as far as not affecting his/her research.

(6) All the other labor terms and conditions for the senior researchers are to be included in the contract between the successful applicant and Ritsumeikan University.

(7) In the case in which a newly employed senior researcher is 34 years old or younger as of April 1, 2018, he can represent himself as a postdoctoral fellow.

7. Selection Process and Notification

(1) Based on the following criteria, the Selection Committee will conduct screening of applicants. The Director of the Art Research Center will hold the Committee as the chairperson.

The criteria for successful applicant include:

* If the applicant has the capability as well as willingness to assist the Center in managing Joint Usage/Research.

* If the applicant has already achieved excellent research that proves his capability to carry out a research plan, as well as readiness for the research he is going to engage.

(2) If necessary, the Selection Committee will conduct hearings or interviews.

(3) Based on the evaluations by the Committee, appointment will be confirmed by the Administration Board of the Kinugasa Research Organization where the successful applicant will be affiliated.

(4) The Art Research Center will notify the screening results by the end of February, 2018.

(5) Application Forms submitted by the applicant will be used for the selection purposes only. Note that the submitted Forms will not be returned.

(6) The personal information received in the Application Forms will not be used for any purposes other than this selection.

8. Application Procedures

(1) Applicants should submit the following Forms.

Form 1: Application Form for Senior Researcher FY2018

Form 2: Curriculum Vitae

Form 3: Research Plan

Form 4: Work experience and capability regarding to database and digital-archive

(2) Application Deadline

5:00 P.M. (JST), December 22, 2017 (Friday)

(3) All the Required Application Forms Should be Received by:

Research Office at Kinugasa Campus*

c/o Mayu NISHIDA, or Chieko NISHIO

Shugakukan Hall, 2nd Floor, Kinugasa Campus, Ritsumeikan University

56-1 Toji-in Kita-machi Kita-ku, Kyoto, 603-8577 Japan

E-mail: r-darc@st.ritsumei.ac.jp

*The Office will be closed between December 27, 2017 and January 4, 2018 for a winter break.