UCEAP VISITING PROFESSORSHIP
POSITION DESCRIPTION & PROGRAM SUMMARY
Regional Director Mary McMahon, Asia and Africa

JAPAN (Meiji Gakuin) – Global and International Studies

ELIGIBILITY
UC Senate Members (tenured faculty, lecturers with SOE)

APPOINTMENT TERM & RESIDENCY LOCATION
April 1, 2014 through December 31, 2014, with August off*, Yokohama, Japan

HOST UNIVERSITIES AND CAPACITY
Meiji Gakuin University – approximately 25 UC students each semester

JOB AND PROGRAM DESCRIPTION
Ladder-rank UC faculty in the social sciences, humanities, or other appropriate fields are invited to apply.

The Global and International Studies Program at Meiji Gakuin University provides a focused semester of study emphasizing a social sciences or humanities perspective, specifically in the areas of international relations and economic development in Asia; international conflict and peace studies; history; communications; sociology; Asian politics, society or cultural studies; religious studies, with attention to Japan in these fields. A required study trip each semester to Hiroshima takes place each term, as well as a weekly Integrative Seminar with directed individual or group independent study projects.

The UC Visiting Professor is required to: teach a course at MGU; lead the field trip and coordinate the weekly seminar of guest lectures; oversee student academic issues, host university relations, office and program administration, and student welfare, including health, safety and security.

All coursework is in English. There is no language prerequisite for students, but study of Japanese is highly recommended for UC students during the program.

Approximate dates for the programs are early April to end of July and early September to mid-late December. The Visiting Professor needs to be on site at least 5 to 7 days prior to the start of each semester. A new group of University of California students participates each semester; spring students may request an extension to fall but priority is given to first-time applicants.

LANGUAGE SKILLS
- Visiting Professor - Japanese language ability is advantageous but not required.
- Students - There is no language prerequisite for students.

FACULTY DISCIPLINES PREFERRED FOR THIS POSITION
Social Sciences and Humanities fields may be considered.

OFFICE LOCATION
Meiji Gakuin University in Totsuka, a suburb of Yokohama, about 40 minutes to 1 hour by train from Tokyo Station.
For more information see the university website www.meijigakuin.ac.jp/~kokusai2/.
OFFICE STAFF
A Meiji Gakuin staff member assists UC students and UC Visiting Professor with many details of the program.

HOUSING
The Visiting Professor’s residence in Tokyo (Shinagawa-ku) is about a 40 minute to one-hour commute from the MGU Totsuka campus. Housing is arranged and provided by Meiji Gakuin University; housing and local transportation costs are covered by Meiji Gakuin University.

TEACHING
The Visiting Professor is required to teach one course related to issues of global or international interests and is required to lead the weekly Seminar which consists of guest lectures and integrates the material covered in the program course; the Seminar includes independent or group studies by each student. Seven or 8 seminar periods are covered by invited guest speakers.

[NB: Due to the Meiji Gakuin academic calendar, during the fall program only, the UC Visiting Professor will additionally provide a first week of foundational instruction comprising a common introduction to all program courses and lead the Hiroshima field trip.]

RECIPROCAL EXCHANGE
Managed by Meiji Gakuin University.

SPECIAL CONSIDERATIONS
This position is a Meiji Gakuin Visiting Professorship rather than a Study Center Directorship.

Meiji Gakuin University has final approval and appointment of the UC nominee. The appointee must be able to conform to Japanese academic culture and must have relevant background and ability to teach in subject matter of the program. The UC Visiting Professor has significant responsibility for orientation upon arrival and for being easily accessible for the students’ concerns. The UC visiting professor must also be willing to intervene in any crisis situation involving UC students.

*Please note: Faculty in this assignment are not on UCEAP pay status for the month of August. Former Visiting Professors have elected to (1) use sabbatical time during August in order to continue professional research abroad, or (2) take time off, or (3) return to their home campus for professional commitments.

COMPENSATION (Appointment with Partial-Year Residency):
The Visiting Professor remains on home campus department payroll and continues to receive regular salary from her/his department. For those on an academic year salary (9/12), UCEAP will additionally provide an administrative stipend equal to the difference between current UC academic and fiscal year salary, prorated according to the number of service months in-residence abroad. Faculty on 11-month appointments will receive their normal (11/12) compensation (no additional stipend is payable).

Methods of payment are as follows:

- UCEAP will provide the home campus with replacement teaching funds in the total amount of $50,000 for the duration of the appointment ($16,666 per quarter or $25,000 per semester for semester campuses for each of the academic terms of faculty absence). The home department will provide instructions to UCEAP regarding the appropriate account to credit with those funds.

- Benefits are provided and administered by each UC campus. UCEAP does not reimburse the home campus for any costs related to benefits or sabbatical accrual.
The following additional support is available:

**Travel**

- **UCEAP** will provide outbound, one-way airfare (lowest economy rate per UCLA Travel quote) between California and Tokyo just prior to April 1, 2014 for the appointee, plus spouse, and minor children less than 18 years of age who will reside abroad for a minimum of one-quarter, and transfer by train from Narita Airport to appointee’s residence in Shinagawa-ku. One-way airfare (lowest economy rate per UCLA Travel quote) for return travel to California from Tokyo will be provided in December, 2014.

- **UCEAP** will also provide one additional individual roundtrip airfare (lowest economy rate per UCLA Travel quote) between Tokyo and California should the Visiting Professor wish to return to California during the **break-in-service period** of August 1-31, 2014.

- The Visiting Professor’s personal travel expenses during program field trips (lodging, meals, and transportation) are covered by the program budget.

**Housing**

Meiji Gakuin University will provide **furnished** housing at no cost to the faculty member at Meiji Gakuin Kokusai Kaikan in Shinagawa-ku, Tokyo, and will provide a stipend to cover daily commuting costs from your residence to the Totsuka campus and back.

**Relocation and Removal Expenses**

- **For relocation to host country:** UCEAP will provide a maximum reimbursement of up to $500 upon submittal of appropriate documentation of expenses.

- **For return relocation to California:** UCEAP will provide a maximum reimbursement of up to $500 upon submittal of appropriate documentation of expenses

- **For visa costs:** UCEAP will provide reimbursement for costs associated with the Visiting Professor’s visa as required for temporary residency in Japan.

**Post Allowance**

A Post Allowance, based on State Department rates, is provided to mitigate the costs of living abroad. For example, for FY 2012-13, the Post Allowance rate would be $7,280 for 8 months. The post allowance for this appointment will be based on the updated rates for 2013-14 and 2014-15, and will be prorated for the 8-month appointment term.

For questions about application and interview process, contact UCEAP Human Resources Director Bryna Bock bbock@eap.ucop.edu. For questions that are program-specific, contact UCEAP Regional Director Mary McMahon mmcmahon@eap.ucop.edu. For more information about UCEAP, visit www.eap.ucop.edu.