**Outline for Curriculum Vitae (Part-time Lecturers)**

**Rikkyo University**

I　Expression of years

Write years using the Western calendar.

II　Name

Write the name you plan to use on campus. Your officially registered name is not required. You would like to use your original family name (original name, nickname, etc.) differs from the name on your family register, you will need to submit a “Notification of Usage of Original Family or Other Name (\*) to the Personnel Affairs Division.

Be sure to enter the pronunciation of your name in Japanese characters *katakana* as this is necessary for registration systems.

III　Educational Background

Start your education history with university/college. If you left a university before graduating or last graduated from a junior college, start with your high school year. This information is necessary for calculation of salary.

[Ex. 1] If you graduated from a university/college → Start from graduation of the university

[Ex. 2] If you left a university before graduating or last graduated from a junior college, technical school or high school → Start from graduation from high school

[Ex. 3] If you left a high school before graduating or last graduated from a junior high school → Start from graduation from junior high school

If you have been enrolled in a doctoral course of a graduate school, choose the classification of your status when you left the course from among (1) Graduation, (2) Withdrawal from the course with Completion of Course Requirements or (3) Dropped out, and write the date that you left.

IV Teaching Experience

1. Clearly write the name of the university or research institution you work at on full-time basis as well as the department and your position. (Example: XX University, XX Faculty, XX Department, Professor)
2. Write chronologically the names of all institutions you have worked at on a full-time basis before joining your current workplace and your status at those institutions.
3. Regarding any part-time lecturing work, you can choose to note only the positions you held at times you did not also have a full-time job. Please include dates. If you have worked for Rikkyo University as a part-time lecturer, please also mention this.

V　Academic Degree / Teaching Licenses

Write the exact names of any Master’s or higher degrees/teaching licenses you have earned, the name of the university and your majors.

VI　 Rewards and Punishments

Describe any awards you have received from public institutions, academic societies, publishers, etc.; disciplinary actions you have been subjected to in the course of duties; and any disciplinary actions you have been subjected to related to the improper receipt of research funds, etc.

VIII　Publications (Books, Articles)

1. List books (publications on which your name appears on the cover as the first author, except for periodicals) and articles separately.

2. Write the correct names of the author(s), titles, publishers, journals (including the volume or issue) in which the article is carried and the academic societies that published the journals. All correct information must be provided.　For journal articles, the page numbers should be clearly stated.

3. For publications that you coauthored, please include the page numbers you had primary responsibility for.

4. Please list only major book and articles (limited to 5 items).

Ⅸ　Other

Any personal information provided to Rikkyo Gakuin will be used only in cases of emergency or for the university’s operations.