

Minutes of the 4th Meeting of the Ritsumeikan Asia Pacific University Presidential Candidate Selection Committee

Date/Time: Friday, June 16th, 2017 16:00 – 18:00

Venue: Conference Room No. 5, 3rd Floor, Administration Building (with Skype connection)

Members:

Chair: IMAMURA Masaharu (Vice President/Trustee)

Members: ALCANTARA, Lailani L. (Associate Professor, College of International Management)

TODOROKI Hiroshi (Professor, College of Asia Pacific Studies)

NAKAYAMA Haruo (Professor, College of International Management)

BLACKWELL, James (Associate Professor, Center for Language Education)

MAHICHI, Faezeh (Associate Professor, College of Asia Pacific Studies)

OSAWA Yoshiki (Manager, Academic Office)

MURAKAMI Ken (Director-General)

HSIEH Hsin-Wu (Alumna)

YOSHIDA Seitaka (Alumnus)

Selection Control Board Members: KIM Chan Hoe (Chair), HONDA Akiko, KITAMURA Shigeo

Secretariat: OTA Takeru (Deputy Director), Administration Office (ANAMI Hiroko, YANAGAWA Michiaki)

* Underlined members were absent.

(Quorum met with 10 of 10 members in attendance)

.....

Agenda

1. Approval of Meeting Minutes (3rd Meeting of the Ritsumeikan Asia Pacific University Presidential Candidate Selection Committee)

2. Recruitment guidelines (Secretariat) [Reference 1]

3. Executive Search Firm (Secretariat) [No References]

- (1) Search for candidates that satisfy the "Duties and Selection Criteria" for President.
- (2) Perform a background check of promising candidates compiled by the APU Presidential Candidate Selection Committee ("committee").
- (3) At the committee's request, initiate first contact with the candidates to encourage them to submit application documents.
- (4) Set up interviews and visits with the candidates in cooperation with the committee Secretariat

(hereinafter, the "Secretariat").

- (5) Create the periodic report submitted to the committee together with the Secretariat.
- (6) Attend meetings upon request to report on the status of the search to the committee.
- (7) Provide support for the compensation and benefits negotiations between the committee and the candidates on behalf of the committee.

4. Others

5. Administrative announcement (Secretariat) [No References]

1. Approval of Meeting Minutes (3rd Meeting of the Ritsumeikan Asia Pacific University Presidential Candidate Selection Committee)

The minutes and meeting notes from the 3rd Meetings was confirmed based on the materials.

2. Recruitment guidelines

Committee Chair IMAMURA stated that in this committee meeting he would like to compile the recruitment requirements in order to solicit opinions from the students, faculty, and staff at the public hearings. After the requirements were explained, there was an active exchange of opinions between the committee members. The primary discussion points were as follows.

- Recruiting will be conducted using both self-recommendation and third-party recommendation. Recommendations from the search firm will also be accepted.
- It is OK if consent has not been received from the recommended candidates at the time of recommendation.
- The names of candidates that were not chosen for selection and the reasons for disqualification shall not be externally disclosed. However, information regarding the names shall be shared with the University Senate Meeting in order to report to that body before submitting the names of the final candidates to the Chancellor.
- The method for announcing the open recruitment shall be written in the requirements.
- In order to initially cast as wide a net as possible, it was decided that a PhD and other qualifications would be described as "preferable."
- The people who are recommended should be selected based on their qualifications regardless of who made the recommendation.
- Based on the opinions provided, it was decided that the recruitment requirements for the public hearings shall be organized once again by the Secretariat.

3. Executive Search Firm

The Secretariat mentioned that there was a report from the search firm regarding the interview content. Since there is a need to utilize their broad network to ensure that we find the appropriate personnel and because the committee has agreed to move forward with the search firm's assistance in the selection process, we are moving forward with the contract proceedings.

Selection of an appropriate executive search firm was entrusted with the Committee Chair.

4. Others

Regarding the public hearing materials, it was decided that a simple explanation would be attached to make it easy for the students to understand. The recruitment requirements will be made openly available to those on campus so that they may state their opinions, but an online form will be created for those who cannot attend the public hearings. Since alumni cannot access the campus servers, it was decided that the materials will be sent to the representative of each chapter.

Based on the opinions provided in this meeting, the modified open recruitment requirements will be sent to the committee members by mail, and opinions will be voiced before the public hearings.

5. Administrative announcement

Based on the results of the public hearings, the next meeting will be held from 17:30 to 19:00 on 6/30.

I certify that these minutes are a true and accurate record of the fourth meeting of the Ritsumeikan Asia Pacific University Presidential Candidate Selection Committee.

June 23, 2017

Signatory

MURAKAMI Takeshi

村田 健



Signatory

HSIEH Hsin-Wu

謝 心武

