

Guidelines for the Selection of Ritsumeikan Asia Pacific University Presidential Candidates

Article 1

- 1 The University Senate Meeting will stipulate a screening schedule that will enable the finalization of several presidential candidates by September 30, 2017.

Article 2

- 1 Under the auspices of the University Senate Meeting, a Presidential Candidate Selection Committee (hereinafter, "Selection Committee") will be established to select presidential candidates, and a Presidential Candidate Selection Control Board (hereinafter, "Control Board") will be established to administer duties pertaining to the selection of presidential candidates.
- 2 The Administration Office shall supervise the administrative duties for the Selection Committee and the Control Board.

Article 3

- 1 The Control Board will be composed of members selected from the districts listed in the following items ("hereinafter, Control Board member(s)"); however, the President cannot serve as a Control Board member:
 - (1) Two faculty members elected by the University Senate Meeting from among its members ;
 - (2) One staff member elected by the Administration Meeting from among its members;
- 2 The Chair of the Control Board shall be elected from among the members of the Control Board.
- 3 The Chair of the Control Board shall convene and chair meetings as well as oversee all Control Board duties.
- 4 The Control Board shall conduct the duties listed in the following items:
 - (1) Announce the schedule for the selection of presidential candidates;
 - (2) Administer the selection of Selection Committee members;
 - (3) Announce the members of the Selection Committee;
 - (4) Convene Selection Committee meetings;
 - (5) Announce the convocation of public hearings;
 - (6) Convene public hearings;
 - (7) Handle any other matters pertaining to the selection of presidential candidates not stipulated in these guidelines and deemed necessary by the Selection Committee;
 - (8) Perform any other duties pertaining to the selection of presidential candidates.

Article 4

- 1 The announcements stipulated in these regulations and announcements pertaining to the selection of presidential candidates shall be issued via the Ritsumeikan Asia Pacific University homepage.

Article 5

- 1 The Selection Committee shall consist of members who have the insight and experience necessary to select presidential candidates.
- 2 The Selection Committee will be comprised of members listed in the following items (hereinafter, "Selection Committee member(s)"); however, the President cannot serve as a Selection Committee member:
 - (1) One Trustee from among the Trustees listed in Article 7, Paragraph 1, Item 3, Sub-Item c of the Ritsumeikan Trust Act of Endowment (hereinafter, "Act of Endowment");
 - (2) Five individuals from among permanent faculty members and tenured senior lecturers (excluding the Trustee selected pursuant to Article 7, Paragraph 1, Item 3, Sub-Item c of the Act of Endowment);
 - (3) Five individuals from among permanent staff members and designated contract staff members (excluding the Trustee selected pursuant to Article 7, Paragraph 1, Item 3, Sub-Item c of the Act of Endowment);
 - (4) Two alumni;
- 3 The Selection Committee chair shall be the Selection Committee member selected pursuant to Paragraph 2, Item 1 of the preceding article.
- 4 The Selection Committee shall issue a resolution by the date stipulated by the University Senate Meeting and report said resolution to the University Senate Meeting.
- 5 The methods by which the Selection Committee members in Paragraph 2 of the preceding article shall be selected are as listed in the items below.
 - (1) The Selection Committee member in Paragraph 2, Item 1 shall be elected from among the Trustees listed in Article 7, Paragraph 1, Item 3, Sub-Item c of the Act of Endowment;
 - (2) The Selection Committee member in Paragraph 2, Item 2 shall be elected from among the members of the Faculty Council Meeting;
 - (3) The selection method for the Selection Committee member in Paragraph 2, Item 3 shall be decided by the Administration Meeting.
 - (4) The selection method for the Selection Committee member in Paragraph 2, Item 4 shall be decided by the Alumni Association Steering Committee.
- 6 If a seat becomes vacant after the establishment of the Selection Committee, it shall remain unfilled.

Article 6

- 1 The Chair of the Selection Committee shall convene and chair meetings as well as oversee all Selection Committee duties.

- 2 The Selection Committee cannot be called to order or issue resolutions without two-thirds of its members in attendance.
- 3 Selection Committee proceedings shall require a majority of members in attendance for resolution with the Chair casting the deciding vote in the event of a tie vote.
- 4 In selecting presidential candidates, the Selection Committee is obligated to hold separate public hearings with students, faculty, and staff in order to solicit feedback from a wide range of stakeholders regarding the the issues that the president must handle and the roles he or she should fulfill.
- 5 The Selection Committee shall decide the matters listed in the following items:
 - (5) Selection criteria for presidential candidates;
 - (6) Selection methods for presidential candidates;
 - (7) Methods for convening public hearings;
 - (8) Presidential candidates;
 - (9) Any other matters pertaining to the selection of presidential candidates.
- 6 When resolutions are issued on Items 1 through 3 of the preceding Paragraph, the Selection Committee Chair must report the details of said resolutions to the University Senate Meeting.
- 7 In addition to Paragraph 5 of the preceding article, the Selection Committee may also perform the duties listed in the following items:
 - (1) Conduct surveys concerning the selection of presidential candidates and hold hearings with stakeholders;
 - (2) Interview individuals eligible to be presidential candidates.
- 8 Meetings of the Selection Committee will not be public.

Article 7

- 1 For each presidential candidate approved by the Selection Committee, the Selection Committee Chair will draft a letter of recommendation containing the reason for recommending the candidate, his or her age, degrees held, research fields, and research achievements. The Selection Committee Chair will report these letters to the University Senate Meeting.

Article 8

- 1 After reporting the candidates approved by the Selection Committee to the University Senate Meeting in accordance with the preceding paragraph, the Selection Committee Chair shall recommend candidates to the Chancellor.
- 2 In addition to the letters of recommendation created for each presidential candidate in accordance with the preceding article, the Selection Committee Chair must explain the reasons for recommendation to the Chancellor.

Article 9

- 1 After consulting with the Chairman of the Board, if the Chancellor decides not to recommend any of the presidential candidates recommended pursuant to the

preceding article to the Board of Trustees, another round of presidential candidates shall be selected.

- 2 The secondary selection will be conducted by the Screening Committee.
- 3 Articles 6 through 8 will apply accordingly to the secondary selection; however, public hearings will not be mandatory.

Article 10

- 1 In addition to the stipulations in these guidelines, if the need should arise to make a decision regarding the selection of presidential candidates, said decision shall be made by the University Senate Meeting.