

Regarding the Selection of Members to Serve on the APU Presidential Candidate Selection Control Board and Selection Committee

2019.10.22 University Senate Meeting

2019.10.23 Faculty Discussion Meeting

2019.10.24 University Administration Meeting

To select our current President (Vice Chancellor of the Ritsumeikan Trust), a one-off system was used for the first the time in which a Presidential Candidate Selection Committee composed of constituents of APU nominated candidates to be discussed by the Chancellor and the Chairman of the Board before being recommended to the Board of Trustees. In light of the outcomes of this process, the selection process for the next President of APU (Term: January 1, 2021 - December 31, 2023) is establishing as a permanent system (2019.06.26 Faculty Discussion Meeting; 2019.07.16 University Senate Meeting; 2019.10.02 Executive Board of Trustees).

In accordance with the regulations, we hereby propose the methods for selecting the members to serve on the Presidential Candidate Selection Control Board and (“Control Board”) and the Presidential Candidate Selection Committee (“Selection Committee”).

1. Overview of the Control Board and Selection Committee

① Control Board

(1) Roles of the Control Board

- 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) Perform any other duties pertaining to the selection of presidential candidates.

(2) Control Board Membership

- 1) Faculty (x 2): Selected from among the members of the University Senate Meeting
- 2) Staff (x 1): Selected from among the members of University Administration Meeting

② Selection Committee

(1) Role of the Selection Committee: To select several presidential candidates

(2) Primary Duties of the Selection Committee

- ☑ The Selection Committee is obligated to hold separate public hearings with students, faculty, and staff in order to solicit feedback from each group.
- ☑ The Selection Committee shall decide the matters listed below:
 - 1) Selection criteria for presidential candidates;
 - 2) Selection methods for presidential candidates;
 - 3) Methods for convening public hearings;
 - 4) Presidential candidates;
 - 5) Any other matters pertaining to the selection of presidential candidates.
- ☑ 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.

(3) Selection Committee Membership (16 members)

- 1) Vice President / Trustee: 1

- 2) Faculty: 8 (APS: 3, APM: 3, CLE: 1, EDLSC: 1)
- 3) Staff: 4
- 4) Alumni: 3

2. Selection of Control Board Members

① Faculty

- (1) Two faculty members shall be selected by the University Senate Meeting from among its members.
- (2) Because the screening of presidential candidates will span the 2019 and 2020 academic years, Control Board members should be those officials whose terms of appointment do not conclude to the University Senate Meeting member in AY 2019 and 2020.
- (3) Given the objective of selecting presidential candidates, members will be recommended by the Vice President / Trustee who is not a faculty member, and their selection shall be approved by a majority of the University Senate Meeting.
- (4) Members will be selected from among the members of the University Senate Meeting on Tuesday, October 29.

② Staff

- (1) One staff member shall be selected by the Administration Meeting from among its members.
- (2) Because the screening of presidential candidates will span the 2019 and 2020 academic years, Control Board members should be those administrators who will not retire within AY 2019 and 2020.
- (3) In light of the responsibilities of Control Board members, a suitable member of the Administration Meeting will be recommended by the Director-General, and his or her selection shall be approved by a majority of the Administration Meeting.
- (4) An extraordinary session of the Administration Meeting will be held on Tuesday, October 29 to select the Control Board member from among the members of the Administration Meeting.

③ Points to Consider

(1) Individuals who Cannot Become Control Board Members

- Individuals not currently working at the university one month before the selection of Control Board members due to administrative leave, temporary care leave, academic development leave, or a long-term absence;
 - Individuals identified as those who will not be working at the university during the selection period due to administrative leave, temporary care leave, academic development leave, or a long-term absence.
- (2) Individuals who fall under any of the following items will lose their status as Control Board members:
- 1) Individuals named as presidential candidates by the Selection Committee;
 - 2) Individuals who are no longer able to work at the university due to administrative leave, temporary care leave, or a long-term absence.
 - 3) If a Control Board seat becomes vacant, a replacement member will be selected promptly.

3. Selection of Selection Committee members

① Vice President / Trustee

- (1) Number: 1
- (2) Selection method: Co-option
- (3) Selection period: By Tuesday, November 12

② Faculty

(1) Number and selection method

District	Number	Selection Method
APS	3	Selected from among the members of the Faculty Council Meeting
APM	3	Selected from among the members of the Faculty Council Meeting
CLE	1	Selected from among the members of the Center Meeting
EDLSC	1	Selected from among the members of the Center Meeting

(2) Method of co-option

As with the last election, self and peer recommendations will be accepted for Selection Committee member candidates, and ballots will be cast at the Faculty Council Meetings and Center Meetings. (There will also be a separate absentee voting period.)

(3) Faculty members who can become Selection Committee members

- Tenured faculty, tenured senior lecturers, fixed-term faculty, specially-employed faculty members, and continuously-employed faculty members
- However, this does not include the Vice Presidents who are Trustees.

③ Staff

(1) Number: 4

(2) Selection method: Co-option

1) Method of co-option

As with the last election, self and peer recommendations will be accepted for Selection Committee member candidates, and ballots will be cast. (There will also be a separate absentee voting period.)

(3) Staff members who can become Selection Committee members

- Permanent staff, designated contract staff

④ Alumni

(1) Number: 3

(2) Selection method: To be decided by the Alumni Association Steering Committee

(3) Selection period: By Tuesday, November 12

4. Details regarding the Selection of Faculty and Staff to Serve on the Selection Committee

① Recommenders

- As with the last election, Selection Committee Member Candidate Applications must be submitted along with the names of five recommenders and either a statement from the candidate or the recommenders' reason for recommendation.
- Recommenders must be faculty or staff members from the same election district. Recommenders are permitted to nominate multiple Selection Committee member candidates from the same election district.

② Selection Committee Member Candidate Applications

- Obtain a Selection Committee Member Candidate Application in one of ways listed below.

1) Download the form from the following link. * This will require your APU ID and password.

https://secure.apu.ac.jp/secure_staff-all/administration/

Campus Terminal → Faculty and Staff (Other) → For Faculty and Staff → Presidential Candidate Selection

2) Copy the application from attached to this document.

3) Visit the Administration Office to receive an application form.

☑ Applications will be accepted between 9:30 and 16:30. The deadline must be strictly observed, especially on the final day (11/5). Submit applications to the Administration Office (Bldg. A, 3F).

☑ Selection Committee Member Candidate Applications must contain the signatures of the recommenders.

☑ Application forms must be placed inside a sealed envelope. Envelopes are also available at the Administration Office. Application forms will not be accepted by e-mail or post.

☑ Selection Committee candidates will be announced on Tuesday, November 5 by posting the Selection Committee Member Candidate Applications forms as is.

③ Selection Schedule

10/30 (Wed) - 11/5 (Tue): Period for submission of Selection Committee member candidate nominations

11/5 (Tue): Public announcement of Selection Committee member candidates

11/6 (Wed) - 11/12 (Tue): Absentee balloting

11/13 (Wed): Voting by faculty (Faculty Council Meetings and Center Meetings)

11/14 (Thu): Voting by staff

11/15 (Fri): Announcement of Selection Committee members

* Public announcements will be posted on the following homepage.

https://secure.apu.ac.jp/secure_staff-all/administration/

Campus Terminal → Faculty and Staff (Other) → For Faculty and Staff → Presidential Candidate Selection

④ Voting

(1) Voting method

1) Faculty: Votes will be cast at the Faculty Council Meetings and Center Meetings on 11/13 (Wed).

2) Staff: Votes will be cast at the Administration Office from 9:30 - 16:30 on 11/14 (Thu).

* Control Board members or staff members from the office in charge of Selection Committee duties shall act as witnesses.

(2) Absentee balloting

Absentee ballots from faculty and staff who will be absent on the day of the vote will be accepted according to the guidelines below.

1) Absentee balloting period

11/6 (Wed) - 11/12 (Tue)

* Ballots may be cast between 9:30 and 16:30. The deadline must be strictly observed, especially on the final day (11/12).

2) Polling venue

Administration Office (Bldg. A, 3F)

* Make sure you bring your faculty and staff ID card with you.

* Control Board members or staff members from the office in charge of Selection Committee duties shall act as witnesses.

⑤ Counting of votes

Votes will be counted by staff members of the Administration Office, which is the office in charge of Control Board duties, with members of the Control Board on hand as witnesses. Votes cast on the voting day and absentee ballots will both be counted at the same time.

⑥ Points to consider

1) Individuals who cannot serve as Selection Committee members

☒ Individuals not currently working at the university one month before the selection of Selection Committee members due to administrative leave, temporary care leave, academic development leave, or a long-term absence;

☒ Individuals identified as those who will not be working at the university during the selection period due to administrative leave, temporary care leave, academic development leave, or a long-term absence.

2) Individuals who fall under any of the following cases will lose their status as Selection Committee members:

☒ Individuals named as presidential candidates by the Selection Committee;

☒ Individuals who are no longer able to work at the university due to administrative leave, temporary care leave, or a long-term absence.

3) Even if a Selection Committee seat becomes vacant, it shall remain unfilled.

5. Administration of the Selection of Selection Committee members

☒ The Administration Office (i.e., the secretariat for the Control Board and Selection Committee) shall handle all administrative duties throughout the Selection Committee member selection process.

☒ If the need should arise to discuss matters pertaining to the administration of the selection process, a meeting of the Control Board will be convened to issue a decision on said matters.

【別紙】

2019年 月 日

Year Month Day

APU 学長候補者選考管理委員会 APU Presidential candidates Selection Control Board

《選考委員候補者推薦届》

ENTRY FORM FOR NOMINATED SLECTOR CANDIDATES

【候補者 Candidate】

区分 District		職位 Job Title	
所属 Affiliation		フリガナ 氏名 Name	

私たちは、上記の者を APU 学長候補者選考委員に推薦します。

We nominate the above candidate for the selector of the APU Presidential candidates.

【推薦者 Nominators】

所属 Affiliation	氏名 Name
	Signature
	Signature
	Signature
	Signature
	Signature

【候補者による所信表明または推薦者による推薦理由】

The opinion to be the candidate / The recommendation by the nominators

(枠内に記載してください / Please write in the box provided.)

該当する項目に○ Mark applicable item	候補者による所信表明 the opinion to be the candidate	
	推薦者による推薦理由 the recommendation by the nominators	

※ この届出用紙は、選考委員候補者公示の際に、公報として原紙のまま掲載いたします。

※ This notification paper is posted as the remains of stencil paper for publication at the time of public notice.