

Regulations for the Selection of Ritsumeikan Asia Pacific University Presidential Candidates

Purpose

Article 1 The purpose of these regulations is to stipulate the methods for the selection of presidential candidates nominated by Ritsumeikan Asia Pacific University (hereinafter, “presidential candidates”) to be discussed as stipulated in Article 6, Paragraph 4 of the Ritsumeikan Trust Act of Endowment (hereinafter, “Act of Endowment”) with regard to the Vice Chancellor who serves as the President of Ritsumeikan Asia Pacific University (hereinafter, “President”) pursuant to Article 4, Item 2 of the Ritsumeikan Trust Act of Endowment Bylaws.

Selection Timing and Schedule

Article 2

1 In accordance with a proposal from the Chancellor, the selection of presidential candidates shall be conducted on the occasions stipulated in the following items.

- (1) When the President’s term of appointment expires;
- (2) When the President retires;
- (3) When a resolution on the dismissal of the President is passed by the Board of Trustees in accordance with Article 11, Paragraph 2 of the Act of Endowment;
- (4) When the position of President becomes vacant for any other reason.

2 In accordance with these regulations, presidential candidates shall be selected to ensure a President can be decided by the dates stipulated in the following items.

- (1) At least 30 days prior to the date when the President’s term of appointment expires for cases pertaining to Item 1 of the preceding paragraph;
- (2) Within 180 days after the position becomes vacant for cases pertaining to Items 2 through 4 of the preceding paragraph.

Control Board

Article 3

1 A Presidential Candidate Selection Control Board (hereinafter, "Control Board") shall be established to administer duties pertaining to the selection of presidential candidates.

2 The Control Board shall be comprised of members (“hereinafter, Control Board members”) selected from the districts in listed in the following items; 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.

3 Notwithstanding the preceding paragraph, individuals who fall under any of the following items cannot serve as Control Board members:

- (1) Individuals not currently working at the university one month before the election of Control Board

members stipulated in the preceding paragraph due to administrative leave, temporary care leave, academic development leave, or a long-term absence, etc.;

(2) 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, etc.

4 Individuals who fall under any of the following items shall 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, etc.

5 If a seat becomes vacant after the establishment of the Control Board, a replacement member shall be selected promptly.

6 The selection of Control Board members in the preceding paragraph shall be governed by the stipulations of Paragraph 2.

7 The Chair of the Control Board shall be elected by the Control Board from among its members.

Control Board Operation

Article 4

1 The Chair of the Control Board shall convene and chair meetings as well as oversee all Control Board duties.

2 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 stipulated in Article 5;

(3) Announce Selection Committee members stipulated in Article 5;

(4) Convene Selection Committee meetings stipulated in Article 5;

(5) Announce the convocation of public hearings;

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

3 All of the announcements in the preceding paragraph shall be made in both Japanese and English.

4 All Control Board members and other persons who attend Control Board meetings must not disclose committee proceedings that have not been made public, recommended persons, information pertaining to recommenders or any information that could identify any of the candidates or recommenders to persons outside the committee.

5 The Administration Office shall serve as the secretariat for the Control Board.

Selection Committee

Article 5

1 A Presidential Candidate Selection Committee (hereinafter, "Selection Committee") shall be established to select the candidates for the position of President.

2 The Selection Committee shall select two or more presidential candidates.

3 The Selection Committee shall consist of members who have the insight and experience appropriate to

select presidential candidates.

4 The Selection Committee shall be comprised of members (“hereinafter, Selection Committee members”) selected from the districts in listed in the following items; however, the President cannot serve as a Selection Committee member:

- (1) One individual from among the Trustees in Article 7, Paragraph 1, Item 3, Sub-Item c of the Act of Endowment.
- (2) Eight individuals from among tenured faculty, tenured senior lecturers, fixed-term faculty, specially-employed faculty, and continuously-employed faculty (excluding the Trustee selected pursuant to Article 7, Paragraph 1, Item 3, Sub-Item c of the Act of Endowment); selected from the following districts:
 - a) College of Asia Pacific Studies: 3 individuals;
 - b) College of International Management: 3 individuals;
 - c) Center for Language Education: 1 individual;
 - d) Educational Development and Learning Support Center: 1 individual.
- (3) Four 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) Three alumni.

5 The Chair of the Selection Committee shall be the Selection Committee member selected pursuant to Item 1 of the preceding paragraph.

6 The methods by which the Selection Committee members stipulated in Paragraph 4 shall be selected are as listed in the following items:

- (1) The Selection Committee member in Paragraph 4, Item 1 shall be elected by and from among the Trustees listed in Article 7, Paragraph 1, Item 3, Sub-Item c of the Act of Endowment, etc. ;
- (2) The Selection Committee members in Paragraph 4, Item 2 shall be elected by and from among the faculty stipulated in Paragraph 4, Item 2 who are members of the Colleges’ Faculty Council Meetings and the Centers’ Center Meetings, etc, respectively;
- (3) The selection method for the Selection Committee members in Paragraph 4, Item 3 shall be decided by the Administration Meeting.
- (4) The selection method for the Selection Committee members in Paragraph 4, Item 4 shall be decided by the Alumni Association Steering Committee.

7 Notwithstanding the provisions of Paragraph 4, individuals who fall under any of the following items cannot serve as Selection Committee members:

- (1) Individuals not currently working at the university one month before the selection of Selection Committee members stipulated in the preceding paragraph due to administrative leave, temporary care leave, academic development leave, or a long-term absence;
- (2) 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.

8 Individuals who fall under any of the following items shall lose their status as Selection Committee 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.

9 Even if a seat becomes vacant after the establishment of the Selection Committee, it shall remain unfilled.

10 The Administration Office shall serve as the secretariat for the Selection Committee.

Selection Committee Operation

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 nor can it issue resolutions without at least 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 With regard to the preceding paragraph, the Chair may not be included in the committee members' resolution.

5 Individuals other than Selection Committee members, Control Board members and the necessary staff from the Secretariat cannot attend meetings of the Selection Committee.

6 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 each group.

7 The Selection Committee shall decide the matters listed in the following items:

- (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.

8 When resolutions are issued on Items 1 through 3 of the preceding paragraph, the Chair of the Selection Committee must disclose the details of said resolutions.

9 In addition to the provisions of Paragraph 7, 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 experts;
- (2) Interview individuals eligible to be presidential candidates.

10 When a resolution is issued on Paragraph 7, Item 4, the Chair of the Selection Committee must confirm in advance the intent of the presidential candidates in question to assume the position of President.

11 The Chair of the Selection Committee must disclose the proceedings of each Selection Committee meeting; however, he or she must not disclose recommended persons, information pertaining to recommenders, or any information that could identify any of the candidates or recommenders.

12 Selection Committee meetings shall be conducted in both Japanese and English, and all announcements shall be made in both Japanese and English.

13 All Selection Committee members and other individuals who attend Selection Committee meetings must not disclose recommended persons, information pertaining to recommenders, or any information that could identify any of the candidates or recommenders to anyone outside the committee.

Public Announcements and Disclosure

Article 7 The announcements stipulated in these regulations and disclosures pertaining to the selection of presidential candidates shall be issued via the Ritsumeikan Asia Pacific University website.

Reporting

Article 8

1 For each approved presidential candidate, the Selection Committee shall draft a letter of recommendation containing the name of the candidate, reason for recommendation, age, degrees held and research fields as well as major work experience.

2 The Chair of the Selection Committee shall recommend presidential candidates to the Chancellor using the letters of recommendation created for each presidential candidate in accordance with the preceding paragraph.

Re-selection of candidates

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 selection shall be conducted by the Selection Committee.

3 Articles 6 and 8 shall apply accordingly to the re-selection; however, public hearings shall not be mandatory.

Revision and Abolishment of Regulations

Article 10 The revision or abolishment of these regulations shall be conducted by the Board of Trustees.

Supplementary Provisions

These regulations go into effect on 25th October, 2019.