

Call for Nominations for Candidates for Head of National University Corporation
Institute of Science Tokyo

February 22, 2024

Decision of Joint Meeting for Selection of Head of National University Corporation
Institute of Science Tokyo

We hereby call for nominations for candidates for head of National University Corporation Institute of Science Tokyo (hereinafter “the Corporation”) as follows.

1. Nomination Methods

- Nominated candidates can be the nominators themselves (by self-recommendation) or other individuals including those from outside institutions.
- Each nominator is allowed to recommend only one candidate for head of the Corporation.
- Self-recommendation must be made by eligible nominators.
- Nomination of a candidate other than by self-recommendation must be made by three nominators. If more than three nominators wish to recommend a particular candidate, the names of three representatives of the nominators must be stated in the Nomination Form.
- Those who are eligible to make a nomination (hereinafter “the Nominators”) are the full-time executives, regular faculty and staff, and the members of relevant president selection committees of National University Corporation Tokyo Medical and Dental University (TMDU) and National University Corporation Tokyo Institute of Technology (Tokyo Tech) in positions as specified below:
 - (1) Tokyo Medical and Dental University (TMDU)
 - (a) President, Executive Director,
 - (b) Members of the Presidential Selection Supervision Committee who have been elected by the Administrative Council (as stipulated in Article 12, paragraph 2, item(i) of the National University Corporation Act (Act No. 112 of 2003), the same applies hereinafter),
 - (c) Professor, Associate Professor, Junior Associate Professor,
 - (d) Director General, Director, Vice Director, Manager, Deputy Manager, Assistant Manager, Specialist (personnel at assistant manager level),
 - (e) Of the medical technology staff, Director, Head Technician, Chief, Manager, Deputy Director, Assistant Head Technician, Assistant Chief, Assistant Manager,
 - (f) Nursing Director, Assistant Nursing Director, Acting Director of the Institute of Integrated Hospital Administration, Nurse Manager, Assistant Nurse Manager,
 - (2) Tokyo Tech
 - (a) President, Executive Director,
 - (b) Members of the President Nomination and Scrutiny Committee who have been elected by the Management Committee,
 - (c) Professor, Associate Professor, Associate Professor (Lecturer),

- (d) Associate Principal, Senior Teacher,
- (e) Secretary-General, Director, Secretary, Division Head, Office Head, Deputy Secretary, Officer, Group Leader,
- (f) Chief Technical Specialist, Principal Technical Specialist, Senior Technical Specialist,
- (g) Highly Skilled Specialist for Institute Management (limited to those equivalent to the positions listed in (c) or (e))

2. Period of Call for Nominations

From Monday, February 26, 2024 to Thursday, March 21, 2024

3. Documentation

Nominators must submit the nomination documents as specified below to the chairperson of the Joint Meeting for Selection of Head of National University Corporation Institute of Science Tokyo.

- (1) Nomination Form for Candidate for Head of National University Corporation Institute of Science Tokyo

Note: Not required for self-recommendations. Instead, a “Notification of Self-Recommendation as Candidate for Head of National University Corporation Institute of Science Tokyo” must be attached to (2) and (3) below.

- (2) Statement of Intent by Nominated Candidate for Head of National University Corporation Institute of Science Tokyo

- (3) Curriculum Vitae

The forms can be downloaded from the website of either university, or documents can be created based on the provided format.

If any material error is identified in the documents, including cases where the nominator or the candidate stated is unidentifiable, the nomination will be deemed invalid.

4. Submission of Documents

Nominators must first read through the matters to note as listed below, and submit the required documents by post or email to the section in charge at either university as follows, by no later than 17:00 on March 21, 2024.

(Matters to note upon submission)

For submission by post, the sender must write “Nomination documents for Head of National University Corporation Institute of Science Tokyo” in red ink on the front of the envelope and send it by registered mail.

For submission by email, the required documents must not be attached to the email.

The sender must upload them via the method specified by each university, and send an email to notify the submission stating “Nomination documents for Head of National University Corporation Institute of Science Tokyo” in the subject line to the designated email address.

If no confirmation of receipt of the documents is received within three business days from the submission date (for submission by post, from the expected delivery date),

or more promptly if submission is made close to the deadline, the sender should inquire to the relevant office listed below.

(Contact for submission and inquiries)

Tokyo Medical and Dental University	Tokyo Institute of Technology
1-5-45 Yushima, Bunkyo-ku, Tokyo 113-8510	2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550
Strategic Planning Section, Strategic Planning Division (2nd Fl. of Bldg. No.1)	General Affairs Division, General Affairs Department (E3-1)
Email: hyouka.adm@tmd.ac.jp	Email: recommendation@jim.titech.ac.jp
Note: For submission by email, upload the files via the file transfer system. (Do not attach the documents to the email.)	Note: For submission by email, upload the files via T2BOX. (Do not attach the documents to the email.)

Appendix

Notification of Self-Recommendation as Candidate for Head of National University
Corporation Institute of Science Tokyo

Date of recommendation (yyyy/mm/dd)

To the Chairperson of the Joint Meeting for Selection of Head of National University
Corporation Institute of Science Tokyo

Name: _____

I hereby recommend myself as a candidate for head of National University
Corporation Institute of Science Tokyo, and submit the statement of intent and the
curriculum vitae as attached.

My contact details are as follows:

Current address:

Affiliation, job title:

Tel.:

Email: