

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
<p data-bbox="229 508 794 595">1-5-45 Yushima, Bunkyo-ku, Tokyo 113-8510</p> <p data-bbox="229 633 794 752">Strategic Planning Section, Strategic Planning Division (2nd Fl. of Bldg. No.1)</p> <p data-bbox="229 790 794 824">Email: <a href="mailto:hyouka.adm@tmd.ac.jp">hyouka.adm@tmd.ac.jp</a></p> <p data-bbox="229 862 794 947">Note: For submission by email, upload the files via the file transfer system. (Do not attach the documents to the email.)</p>	<p data-bbox="801 508 1380 595">2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550</p> <p data-bbox="801 633 1380 712">General Affairs Division, General Affairs Department (E3-1)</p> <p data-bbox="801 790 1380 824">Email: <a href="mailto:recommendation@jim.titech.ac.jp">recommendation@jim.titech.ac.jp</a></p> <p data-bbox="801 862 1380 947">Note: For submission by email, upload the files via T2BOX. (Do not attach the documents to the email.)</p>

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: