

***International Christian University
Manual of Regulations and Procedures
of
the Faculty Meeting
[Faculty Manual]***



***Revised
January 29, 2002***

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Manual of Regulations and Procedures of the Faculty Meeting

Purpose of this Manual

Article 1. This Manual is enacted in order to carry out the functions of the Faculty Meeting as defined in the University Regulations (Chapter I, Section 4), and to specify certain rights and duties of the faculty members who are designated as the academic staff in the Employment Regulations Article 3.

Members of the Faculty Meeting

Article 2. The President, Vice-Presidents, Professors, Associate Professors, and Assistant Professors shall be the members of the Faculty Meeting.

Non-voting Members of the Faculty Meeting

Article 3.

1. Graduate School Professors, visiting faculty and two representatives of Instructors will be invited to attend the Faculty Meeting and to participate in discussion without vote.
2. Members of the general staff may be invited to attend the Faculty Meeting and to participate in discussion without vote.

Officers of the Faculty Meeting

Article 4.

1. The President shall be the Chair of the Faculty Meeting.
2. The President may delegate this responsibility to those persons elected by the Faculty Meeting in accordance with "Faculty meeting Co-Chairs Selection Procedures" (Addendum 1).
3. The Secretary of the Faculty Meeting shall be appointed by the Co-Chairs in consultation with the President.

Convening of the Faculty Meeting

Article 5.

1. The Co-Chairs of the Faculty Meeting will convene the Faculty Meeting and preside at the meeting in accordance with the "Rules of Procedures of the Faculty Meeting" (Addendum 2).
2. The agenda of the Faculty Meeting will be prepared by the Co-Chairs in consultation with the President.

Minutes of the Faculty Meeting

Article 6. The minutes of the Faculty Meeting shall be prepared by the Secretary. The minutes shall be approved by the Faculty Meeting.

Business Items of the Faculty Meeting (*Shingijiko*)

Article 7. The Faculty Meeting shall discuss the following matters:

1. Matters pertaining to the appointment and dismissal of Professors, Associate Professors, Assistant Professors, and Instructors (including *Tokunin-koshi*) ;
2. Matters pertaining to the assignment of courses to be taught, and the curricula;
3. Matters pertaining to student admission, graduation, withdrawal, study abroad, leave of absence, transfer, dismissal, citation and discipline, and financial aid;
4. Matters pertaining to learning and academic research;
5. Matters pertaining to classrooms, seminar rooms, library, and other educational and research facilities;
6. Matters pertaining to the religious activities within the University; and
7. Any other matters submitted by the President for advice.

Definition of Eligible Voters

Article 8. In this Manual, the term "eligible voters" means all faculty members other than those who are, at the time, on leave (*kyuka*) or on an official trip (*shuccho*).

Quorum Requirement (*Teisoku-su*)

Article 9. At all meetings of the Faculty, the Divisions, and other faculty bodies, the quorum (*teisoku-su*) for opening the meeting shall be 1/2 of the eligible voters, and for taking official action 2/3 of the eligible voters.

Majority Requirement (*Hyoketsu-su*)

Article 10.

1. At all meetings of the Faculty, the Divisions, and other faculty bodies, a majority requirement (*hyoketsu-su*) shall be more than half (*kahan-su*) of the votes cast, unless otherwise stipulated.
2. In taking action, blank or invalid votes shall not be counted as votes cast, unless otherwise stipulated.
3. In case the affirmative votes equal the negative votes, the presiding chair shall cast the deciding vote.
4. Fractional vote (*hasu*) shall be handled in accordance with the "Rules of Procedures of the Faculty Meeting" (Addendum 2).

CLA Chairs' Meeting

Article 11.

1. There shall be the CLA Chairs' Meeting. The CLA Chairs' Meeting consist of the following members;
Voting members: Six Division Chairs, CLA Dean (Chair);
(for Academic Matters only): Assistant Dean of CLA (in charge of College Wide Programs), Head of Physical Education Department;
Ex-Officio: Assistant Dean of CLA, Two Directors of ELP and JLP,
The Meeting shall be convened by the CLA Dean (hereinafter "the Dean").
2. The functions of the CLA Chairs' Meeting shall be as follows:
 - a. To discuss and coordinate academic matters of Divisions;
 - b. To discuss and coordinate personnel appointments and promotions within Divisions; and
 - c. To discuss any other matters submitted by the Dean.

Election of Division Chair

Article 12.

1. The Chair of a Division shall be elected from the full and associate professors in the Division at a meeting of the divisional faculty with professors, associate professors, and assistant professors having the right to vote.
2. The retiring chair shall report the result of this election to the Dean who shall recommend the appointment to the President.
3. The term of office of the Division Chairs shall be two academic years or the unexpired portion of the term of the predecessor, and chairs may succeed themselves.
4. In principle, their appointment are limited to two continuous terms, and four terms (or eight years) in total.

Standing Committees of the Faculty Meeting

Article 13. The Faculty Meeting will maintain the following standing committees, whose function is to act on behalf of the Faculty Meeting in the development of general advisory policy. Routine matters will be handled by appropriate administrative officers. The committees will prepare periodic reports of their activities for distribution to each member of the Faculty. The committees will consult the Faculty Meeting for opinions concerning major issues. Each committee will be responsible for determining its own procedure, agenda, and schedule of meetings, unless specified in this Manual. Each committee may also invite pertinent individuals to serve on the committee in an advisory capacity for a limited period of time.

1. The Academic Policy Committee
2. The Financial Policy Committee
3. The Religious Affairs Committee

1. The Academic Policy Committee

a. The Academic Policy Committee shall consist of the following:

President, VPAA, VPGA, Dean of CLA, Chairs of each CLA division, Dean of GS and Chairs of each GS division, Dean of Students

Ex-officio members will be as follows: Head, Department of Physical Education, Assistant Dean of CLA (in charge of College Wide Programs), Directors of ELP and JLP, Director of the Library, Dean of International Affairs, Director of the University Secretariat, and Co-Chairs of the Faculty Meeting.

According to the agenda of the meeting, the following members may be invited to the meeting at the discretion of Chair of the APC: Assistant Dean of CLA, Assistant Dean of GS, and Educational Affairs Officer, etc.

b. The Chair of the Committee shall be elected by the committee members from among the CLA Division and GS Division Chairs.

c. The functions of the Academic Policy Committee are:

1) To advise the President, the Vice-President for Academic Affairs, the Deans, and the Director of the Library, concerning the general academic program of the University and to deliberate on all academic matters concerned;

2) To act as a Steering Committee of the Faculty Meeting. In this capacity, the Academic Policy Committee will serve as an advisory body to the Faculty Meeting Co-Chairs;

3) The appointment of full-time teaching staff members (Assistant professor and above) will be the business items of the APC; and

4) To act on behalf of the Faculty Meeting during periods when the University is not in session, or when the Faculty Meeting cannot be convened.

d. The Academic Policy Committee shall form the following standing subcommittees whose membership and functions shall be specified in the "Rules Concerning the Sub-committees of the Academic Policy Committee" (Addendum 3);

i) Subcommittee on Curricular Matters;

ii) Subcommittee on Admissions (SCA); and

iii) Admissions Decision Committee (ADC).

e. The Academic Policy Committee may establish other appropriate sub-committees to conduct deliberations on specific matters.

2. The Financial Policy Committee

a. The Financial Policy Committee shall consist of a representative elected annually from each Division and the following administrative officers : the President, the Vice-Presidents and the Deans.

b. The Committee will develop advisory policy for the Vice-President for General Affairs on those aspects of the financial program of the University it considers necessary to support the University's academic program, in addition to those issues presented to it by the Vice-President for advice.

3. The Religious Affairs Committee

- a. The Religious Affairs Committee shall consist of the Director of the Religious Center and six faculty representatives. The standing Committee shall produce a list of recommended candidates to the President. The appointments will be made by the President in consultation with the Director of the Religious Center and will be reported at the March Faculty Meeting.
- b. The Religious Affairs Committee shall develop advisory policy for the Director of the Religious Center concerning all matters related to the University's religious program.

Approval of Programs and Courses

Article 14.

1. Major expansion of the program of the University must be approved by the Board of Trustees on recommendation of the President. Such action on new programs for institutes, new divisions, schools, colleges, or programs leading to new degrees shall be approved first by the Academic Policy Committee and by the Faculty Meeting.
2. Any proposal for a new course shall be discussed first at the proper divisional meeting, submitted to the Dean, who then may bring the matter to the CLA Chairs' Meeting, which, on behalf of the Faculty, must approve such a new course, the result being reported to the Academic Policy Committee and to the Faculty Meeting.
3. The Dean in collaboration with Division Chairs shall, by the specified date, recommend to the Academic Policy Committee, and the Academic Policy Committee in turn shall recommend to the Faculty Meeting the proposed list of actual course offerings for each term of the following academic year.
4. The approval of programs or courses under this Article shall require a 2/3 majority vote of the regular voting members of the Faculty.

Appointment of Full-time Faculty

Article 15.

1. The appointment of full-time faculty members shall be made in accordance with the "Qualifications for the Appointment of Full-time Faculty Members" (Addendum 4).
2. In each department at least one of the posts shall be filled with a non-Japanese faculty member. Those departments which are comprised of more than six posts shall, in principle, fill one more post with such an individual who can teach courses in two languages including Japanese.

Procedure for Appointment of Full-time Faculty

Article 16.

1. Faculty appointments at all ranks shall be made by the Board of Trustees on recommendation of the President. The process of choosing and appointing new

faculty members shall be as follows:

2. The "declaration" of a post signifies specifications in terms of the characteristic features of a scholar to fill the post. The features here refer to a special field of study, rank, language of instruction, age, methods of recruitment, etc.
3. Unless there are special reasons for recruiting a particular person, personnel appointments shall be carried out through open recruitment. When an appointment is not going to be done in such a way, this shall be specified in the "declaration."
4. The President, VPAA, CLA Dean, GS Dean, and the CLA Division Chairs shall discuss personnel policy, and the President shall obtain the Senate's approval regarding the posts to be declared and their specifications, by one-and-a-half years prior to the actual appointment for full-time faculty members to start in April, and by April of the year before for those to start in September.
5. The President shall submit the "declared" posts to the Faculty Meeting for approval, and the VPAA shall establish a Candidacy Committee for each of the posts to entrust the selection of a candidate along the "declared" specifications. Each committee will include the Chair of the Division concerned who shall be the chair of the committee, two other faculty members from the Division concerned (including a member from the field concerned), and two faculty members from other divisions appointed by the VPAA.
6. Personnel appointments to be carried through open recruitment shall be publicly announced at this point. The announcement shall be made in the name of the VPAA.
7. When a personnel appointment through open recruitment is changed to a non-open recruitment, the case shall be taken back to the procedure specified in article 3) above. The same shall apply to the personnel for those candidates who retire (including the cases of early retirement) from other universities and other academic institutions.
8. The Chair of a Candidacy Committee (the Chair of a Division) shall present an interim report of the discussion to the President.
9. The Chair of a Candidacy Committee shall report the final result of the discussion to the President with a copy of an application form.
10. If the report is positive, the VPAA will ask the Chair of the Division to present the candidate to the Division meeting, after which the candidate will be presented for approval to the CLA Chairs' Meeting, APC and the Faculty Meeting before nomination is made to the Board of Trustees.
11. Voting rights on personnel matters in the CLA Chairs' Meeting and the Academic Policy Committee should be exercised by all members equally, irrespective of their rank.
12. The CLA Chairs' Meeting may urge a chair to reconsider a specific personnel appointment from the point of view of balance among the divisions. The chair concerned may nonetheless present the proposed appointment to the Academic Policy Committee and the Faculty Meeting. On such occasions, the CLA Dean shall explain the process of deliberation.

13. The Academic Policy Committee may urge a chair to reconsider a specific appointment based on the specifications of a position. However, the chair concerned may ask the Faculty Meeting to determine whether or not the candidate meets the specifications. On such occasions, the APC Chair shall explain the process of deliberation in the APC.
14. Letters of recommendation shall not be distributed in the Faculty Meeting, but shall be introduced orally by a chair. However, their copies shall be made available in the VPAA's Office for perusal.
15. The appointment of Instructors shall be approved by the Faculty Meeting for final action through the CLA Chairs' Meeting. Voting will be taken for the appointments of Adjunct Instructors, Part-time Lecturers and Visiting Faculty by the CLA Chairs' Meeting.
16. Voting procedures
 - a. On questions of appointment at any rank, faculty members of equal or senior rank shall have the right to vote.
 - b. Voting on appointments shall be by unsigned ballots (*mukimeitohyo*).
 - c. Two-thirds or more votes of the eligible voters present is necessary for approval of full-time faculty personnel. (the quorum is three-fourths of eligible voters)
 - d. However, at times when the total number of approval votes is less than two-thirds but the total would reach or exceed two-thirds with the inclusion of the blank votes, a second vote shall be taken.
 - e. At the division meeting of CLA or those of Graduate School consisting of single department (*senko*), the quorum necessary for voting for full-time faculty personnel is three fourths of all eligible voters. While at the other meetings, it is two thirds of all eligible voters.
 - f. It is understood that those faculty members who are on overseas trips or whose candidacy is to be voted on will not be counted among the eligible voters.
 - g. Proxies will not be counted in either the quorum or majority vote.
17. The candidate shall be presented, together with a summary of the data of the candidate at the meeting of the Faculty at least two weeks prior to the meeting at which the appointment is to be voted upon.
18. Voting on faculty appointments and promotions shall not take place in the absence of the Chair of the Division concerned.
19. In acting on personnel appointments the Faculty Meeting will discuss fully all candidate(s) recommended at all levels and then adjourn to special session(s) which will include those eligible to vote.
20. In acting on the urgently requested appointments, the regulation governing appointment of a faculty member may be suspended and votes be taken immediately following the presentation of satisfactory credentials.

Appointment of Visiting Faculty Members and Part-time Lecturers

Article 17. The procedure for appointment of visiting faculty and part-time lecturers shall be as follows:

1. Visiting Faculty Members

See Regulations Governing the Appointment of Visiting Faculty (Addendum 8).

2. Part-time Lecturers

1) A qualified scholar may be appointed on a part-time basis as a lecturer.

2) Voting will be taken for the appointments of Part-time Lecturers at the CLA Chairs' Meeting.

Appointment of University Professors and Graduate School Professors

Article 18. For Appointment of Graduate School Professors, see "By-law 3 Concerning Exceptions to the Regulations for appointment of Academic Staff Members of the International Christian University" (Addendum 7.)

For University Professors, see Regulations governing the Rank of University Professor.

Promotion of Faculty Members

Article 19.

1. The procedure for the promotion of faculty members shall be as follows:
 - a. Once each year the Chair of each Division, or the Dean where appropriate, shall initiate the process by convening a meeting of the members of all ranks above the rank under consideration.
 - b. The Chair shall take any recommendations to the VPAA.
 - c. The VPAA shall then call the CLA Chairs' Meeting so as to be sure of consistency in maintaining the principles of equity in ranking and balance in faculty development.
 - d. After this, the VPAA shall follow the procedure outlined in the case of new appointments.
 - e. Quorum and method of voting shall be the same as for new appointments.
2. Criteria for promotion shall be based on additional academic achievement in one or more of the following areas combined with high quality teaching: professional publications, academic degrees, recognition from professional organizations, service to the University, and professional service to the community outside the University.
3. If, in reviewing the promotion within a Division, the qualified members of the Division are no more than one in addition to the Chair, a review committee will be established by the Dean in consultation with the CLA Chairs' Meeting. The Committee will consist of the Dean, the Chair, and the other qualified member, if any, of the Division concerned, and two Chairs of other Divisions, with equal voting rights for all members of the committee.

4. Proposals for promotions will be taken up even for those who are on research leave.

Appointment of Assistants

Article 20. Appointment of assistants shall be approved by each Division, or other appropriate major faculty unit and the CLA Chairs' Meeting.

Tenure

Article 21.

1. A full-time Japanese member of the faculty appointed at the rank of full professor shall be granted tenure immediately on appointment.
2. A full-time Japanese member of the faculty appointed at the rank of associate or assistant professor shall be granted tenure if her/his appointment is extended beyond three years of full-time service to ICU. The period of service as instructor shall be credited for tenure.
3. A full-time Japanese member of the faculty appointed at the rank of instructor shall be granted tenure if her/his services are continued beyond the sixth year of full-time service.
4. A full-time non-Japanese member of the faculty of any rank shall be considered for reappointment. Reappointment of a full-time non-Japanese faculty on tenure track may be started from the beginning of the second year of the contracted three-year term of service, and must be decided by the Faculty by the end of that year. This should be initiated at the division level where a vote shall be taken by those of equal or higher rank in the Division following normal procedure of divisional vote. After the divisional vote, it shall go through the Chairs' Meeting, and then be presented to the Faculty Meeting for approval by a vote of the members of equal or higher rank. Upon being invited back, the non-Japanese faculty will have tenure and all the rights, privileges and responsibilities that go with the status.

Termination of Service

Article 22.

1. The service of a non-Japanese faculty member is automatically terminated at the end of the contract if it is not renewed or extended. Advance notice of six months shall be given.
2. The services of a faculty member may be discontinued if by action of the Faculty Meeting the course or program in which he/she is serving is to be discontinued.
3. The services of a faculty member may be discontinued if his teaching or scholarship proves unacceptable to the University or if her/his conduct or conviction becomes inimical to the purposes and standards of the University. No faculty member, however, shall be dismissed without a hearing before a committee of five members elected by the Faculty Meeting especially to hear the individual

case. This committee shall make its recommendation to the Faculty Meeting for faculty action. Dismissal is made by the Board of Trustees on recommendation of the President.

Procedure for Nomination of the Dean of CLA, The Dean of GS and the Dean of Students

Article 23.

1. Only faculty at the rank of Full Professor in the College of Liberal Arts are eligible for the post of Dean of the College of Liberal Arts. Only faculty at the rank of Full Professor in the Graduate School are eligible for the post of Dean of the Graduate School. Only faculty at the rank of Full Professor or Associate Professor are eligible for the post of Dean of Students.
2. The President shall appoint the nominating committee constituted of the members of the Senate, Division Chairs and one additional member from each Division to be elected by the divisional faculty. The President shall consult this body in recommending candidates for Dean of the College of Liberal Arts, Dean of the Graduate School, and Dean of Students, to the Board of Trustees.(cf.Addendum 6)

Procedure for the Revision of this Manual

Article 24. This Manual may be revised by the action of the Faculty Meeting. The vote for revision at the Faculty Meeting shall require a 2/3 majority.

Supplement (*Fusoku*)

1. This Manual was enforced from December 1954.
2. This Manual has been revised as follows:
 - a. April 1958
 - b. April 1961
 - c. September 1966
 - d. April 1.1983
 - e. January 29.2002

Addendum 1 Faculty meeting Co-Chairs Selection Procedure

1. At a Senate meeting prior to the last Faculty Meeting of the academic year, the Senate will constitute a nominating committee for the purpose of preparing a slate of six names (three Japanese and three non-Japanese) for Faculty Meeting Co-Chairs. The Committee will then obtain the consent of the nominees. All faculty members with the rank of Associate Professor and above will be eligible, except the President, Vice-Presidents, and Deans. At the last Faculty Meeting of the year, the Senate, acting as a nominating committee, will present the slate of candidates to the faculty. A poll will be conducted in which each member will vote for two (one Japanese and one non-Japanese) using the slate as a reference. The Faculty Meeting Co-Chairs shall be appointed by the President based on the result of the poll. The Faculty Meeting Co-Chairs will function cooperatively in the conduct of the Faculty Meeting during the following year. A Faculty Meeting Co-Chair may succeed her/himself. If during the normal term of office a Faculty Meeting Co-Chair resigns from the position due to ill health, etc., the above procedure will be carried out to replace the individual. Three persons will be nominated to fill a single vacancy; six persons for the replacement of both Co-Chairs.
2. Recall procedure can be initiated by a majority vote of the Senate who will then draw up a new slate of candidates with two new names. The name of the Faculty meeting Co-Chairs under recall will automatically appear on the ballot in addition to the new names. The individual receiving the highest number of votes will become one of the Faculty meeting Co-Chairs at the next Faculty Meeting.

Addendum 2 Rules of Procedures of the Faculty Meeting

1. Convening of the Faculty Meeting
 - (1) The Co-Chairs of the Faculty Meeting will convene the faculty based on the following procedure:
 - a. The regular Faculty Meeting shall be held once a month during the academic year. The VPAA, at the November meeting of the faculty each year, will present a proposal to the faculty concerning the dates and the time of the regular Faculty Meetings for the following academic year. The faculty must approve the schedule.
 - b. When the President considers it necessary, or when a written request from one-fourth or more of the faculty is made, an extra session of the faculty will be convened by the Faculty meeting Co-Chairs prior to the next regular Faculty Meeting.
2. Co-Chairs' Responsibility
 - (1) The Faculty meeting Co-Chairs will open the Faculty Meeting at the appointed hour if a majority of the faculty is present. If a majority is not present at the appointed hour, the Co-Chairs may delay the opening up to thirty minutes, at which time the Co-Chairs will cancel the meeting if a majority is still not present.
 - (2) The agenda will be prepared by the Faculty meeting Co-Chairs in consultation

with the President.

(3) The Faculty meeting Co-Chairs will govern the business of the Faculty Meeting in conformity with Robert's Rules of order, except where amended by the faculty.

(4) Whenever a procedural dispute develops, or a question of procedure arises, the Faculty meeting Co-Chair who is not presiding at the moment will act as the Standing Parliamentarian. Her/his decision as Standing Parliamentarian will be final on all procedural questions.

3. Fractions in Voting

(1) In calculating the quorum or majority requirement in voting for faculty appointments, a fraction shall become one additional vote (*kiriage*).

(2) In exception to 3-(1), above, in calculating the majority requirement in voting at a Division meeting a fraction shall be disregarded when it is less than 0.5 (*shisha-gonyu*).

Addendum 3 Rules Concerning the Sub-committees of the Academic Policy Committee

1. The CLA Chairs' Meeting will be recognized as the APC's Subcommittee on Curricular Matters, with the understanding that:

(1) Minor changes and/or other aspects of academic course offerings will be considered and decided by the APC Subcommittee on Curricular Matters, such decisions to be reported to the APC by the Dean concerned.

(2) Major revisions or innovations in academic course offerings will be considered by the APC Subcommittee on Curricular Matters prior to any proposals being presented to the APC for further deliberation and/or action.

2. The Subcommittee on Admissions (henceforth abbreviated as "SCA"), consisting of nine voting members and one or two non-voting members, will consider all matters concerned with admissions policies of the College of Liberal Arts. The SCA shall consist of the following nine voting members: President; Vice-President for Academic Affairs; Vice-President for General Affairs; Dean, College of Liberal Arts; Chair, Humanities Division; Chair, Division of Social Sciences; Chair, Division of Natural Sciences; Chair, Division of Languages; Chair, Division of Education and Chair, Division of International Studies. The Educational Affairs Officer shall serve as a non-voting member, and the Assistant Dean, CLA, may be coopted as a non-voting member. The Dean shall be Chair of the SCA. The SCA will consider all matters concerned with admissions policies of the CLA. The SCA will bring its recommendations on major policy matters to the APC, and will report its decisions on minor or detailed matters.

3. The Admissions Decision Committee, consisting of the CLA Division Chairs and one other member from each CLA division, shall decide on the admissions for the College of Liberal Arts on the delegated authority from the Faculty Meeting.

Addendum 4 Requirements for the Appointment of Full-time Faculty Members

The following outline of qualifications provides a standard by which candidates will be considered.

1. Positive interest and conviction concerning the purposes and programs of ICU.
2. Scholastic training and standing (See Addendum 5)
3. Christian character and spirit
 - a. Positive Christian convictions expressed in personal and family life.
 - b. Christian convictions expressed in attitudes and activities in social and civic welfare.
 - c. A liberal philosophy of life, generous and intensive Christian approach to human values.
4. Teaching competence
 - a. Demonstrated quality as a teacher, including concern with the development of each student's character, and convictions. Ability to develop students' powers of critical thought.
 - b. Ability to guide students in the acquisition of knowledge and skills.
 - c. Interest in the improvement of teaching.
 - d. Interest in guiding and helping students as individuals.
5. Research competence
 - a. Demonstrated competence in conducting research and in guiding the research of students.
 - b. Interest in cooperative inter-disciplinary research on complex vital problems.
6. Mental qualities
 - a. A mind capable of sound creative thinking.
 - b. Maturing flexibility of thought and interest.
 - c. Interest and ability in the interrelationship of knowledge.
 - d. Interest in group thinking and corporate living.
 - e. Sensitivity to national and international needs of Japan and her people.
 - f. Eagerness to participate in a cooperative pioneer effort to build an educational program for a new age.
 - g. Ability to live and learn in an international community with no sense of superiority and with appreciation of and a desire to conserve the best in the cultures of the East and the West.
 - h. Freedom from race prejudice.
 - i. Competence in the English or Japanese language or both.
7. Social and civic competence
 - a. Capable of developing and maintaining wholesome relations with colleagues, students, and members of the community.
 - b. Broad interests and understandings that make for enlightened, constructive, and responsible citizenship in the spiritual, cultural and economic life of the community.
8. Health

- a. Good general health free from contagious disease.
 - b. Adequate physical stamina and vigor.
9. Since, in addition to sound academic training, ICU will provide guidance and example in international Christian living, it is believed that the candidate's family has a distinct contribution to make. For this reason, points 1, 6, 7 and 8 apply to the members of the candidate's family, especially the spouse.

ICU Official Document No.2

June 21, 1961

ICU Official Document No.59

February 23, 1987

ICU Official Document No.38

October 19, 1987

Addendum 5 Regulations Re Appointments of Academic Staff Members of the International Christian University

Article 1. Appointments of full-time academic staff members of the International Christian University (hereafter called the academic staff) shall be made in accordance with the following regulations.

Article 2. Academic staff members shall be composed of Full Professors, Associate Professors, Assistant Professors, Instructors and Assistants.

Article 3. The academic staff shall be appointed from among Christian believers who have a deep understanding of the purposes and programs of ICU, who have a positive conviction concerning the realization of these purpose and programs and who meet the qualifications stated below. However, excepted from this provision are Assistants and academic staff at the rank of Instructors and above whose exemption have the approval of the Board of Trustees prior to appointment.

1. A person who meets one of the following qualifications shall be appointed as full professor.

- (1) A faculty member with teaching experience of four years or more as an Associate Professor at ICU, and recognized as having made a significant contribution as an educator and researcher since his/her appointment as an Associate Professor.

- (2) A faculty member from another college or university whose competence is recognized as equivalent to (1) above.

- (3) Persons who are in the fields of art and physical education etc. who have teaching experience and are recognized as having specialized talents in their fields.

- (4) Persons who are recognized as having outstanding knowledge and experience in a specialized field and competence in both teaching and research.

2. A person who meets one of the following qualifications shall be appointed as Associate Professor.

- (1) A person who meets the above mentioned qualifications as a Professor.

- (2) A faculty member who has taught at ICU for five year or more as an Assistant

Professor and is recognized as having made a significant contribution in education and research since his/her appointment as an Assistant Professor.

(3) A faculty member from another college or university whose competence is recognized as equivalent to (2) above.

3. A person who meets one of the following qualifications shall be appointed as Assistant Professor.

(1) A person who meets the qualifications for professorship or associate professorship mentioned above.

(2) A person with an earned doctorate degree (or its equivalent earned abroad) or with a master's degree, whose academic achievements are recognized as equivalent to those required for a doctoral degree.

(3) A faculty member who has had teaching experience as an assistant professor in another college or university.

(4) A person with a master's degree with the experience of at least three years as a full-time instructor who is recognized as having made substantial academic contributions to his/her field.

(5) A person who has had at least five years' experience in a research institute or laboratory, etc. who is recognized as having made substantial research contributions to his/her field.

4. A person who meets one of the following qualifications shall be appointed as Instructor.

(1) A person who meets the qualifications for professorship, associate professorship or assistant professorship mentioned above.

(2) A person with a master's degree (or a person who has graduated from a four-year college whose research contribution is recognized as equivalent to that required for a master's degree) who is recognized as being competent to teach in his/her specialized field.

(3) Persons who are in the fields of art and physical education, etc. and recognized as having specialized talents to teach in their fields.

5. A person who meets one of the following qualifications shall be appointed as Assistant.

(1) A person who holds a master's degree.

(2) A person who is recognized as having competence in his/her fields equivalent to (1) above.

Article 4. The procedure for the appointment of academic staff members at the rank of Instructor and above shall be: submission of the candidate credentials to the Faculty Meeting by the Division Chair, review and approval of the Faculty Meeting; approval of the Board of Trustees on the recommendation of the President.

Article 5. The procedure for the appointment of Assistant shall be: approval of the candidate by the Division Meeting; the CLA Chairs' Meeting.

Article 6. The appointment of an instructor whose term of service is limited by a contract, or of an assistant or a visiting faculty member, shall be made in

accordance with separately-fixed regulations.

Article 7.

1. The teaching load for full-time teaching staff shall be at least six class periods of lectures per week, where one class period means 70 minutes.
2. Regardless of teaching load stipulations established in Item I above, the teaching load may be lightened for those meeting the conditions described below.
 - (1) University appointment for administrative duties, student guidance and counseling etc.
 - (2) Service overseas or at an educational or research institution outside ICU, at the request of the University, and
 - (3) Other services which university especially needs.

Article 8. The President shall establish any provisions necessary to implement the present regulations.

Supplementary Provisions:

1. These regulations shall be effective from April 1, 1961.
2. These revised regulations shall be effective from February 23, 1987.
3. These revised regulations shall be effective from October 19, 1987.

Addendum 6 Procedure for Nomination of the Dean of CLA, The Dean of GS and the Dean of Students

1. In accordance with the Article 23 of the Faculty Manual,
 - a A nominating committee constituted of the following members, shall be organized:
Senate Members (9 persons),
CLA Division Chairs (6 persons),
GS Division Chairs (4 persons),
CLA Division Representatives (6 persons).
 - b and the President shall consult this body in recommending candidates.
2. Procedure to be followed are:
 - a The nominating committee shall select three candidates by poll;
 - b In advance to the Faculty Meeting, the list of the candidates with brief introduction of their administrative experiences at ICU shall be presented to all eligible voters; and
 - c The vote takes place at the Faculty Meeting according to the procedure as has been practiced in the past: (FM1998.9.29)
 - (1) Voting for the Dean shall be conducted by the faculty members in the Faculty Meeting.
 - (2) A majority vote of the eligible voters present is required.
 - (3) a. Each faculty member present shall nominate by written ballot up to three candidates.
 - b. From the top three nominees each faculty member present shall vote for one candidate.

If no candidate receives a majority, a revote shall be made on the top two candidates.

Addendum 7-1 By-laws 3 Concerning Exceptions to the Regulations for Appointment of Academic Staff Members of the International Christian University (Regulations for appointment of Graduate School Professor of the International Christian University)

Purpose

Article 1. Appointment of a Graduate School Professor of the International Christian University (hereafter called "Graduate School Professor") shall be made according to these regulations.

Appointment

Article 2. Graduate School Professors shall be those reappointed as a full-professor after their retirement and engage in education and research as a full-time academic staff member for the purpose of maintenance and enrichment of the programs of the Graduate School of International Christian University (hereafter called "the Graduate School").

2. Appointment as Graduate School Professor shall be made as a special case as judged by the International Christian University the following circumstances:

- (1) The professor is needed by a field in the Graduate School
- (2) The professor's research achievements are excellent in the field and appointment will contribute to the academic reputation of that division of the Graduate School.
- (3) The professor can engage fully in educational and research activities after retirement.

Duty and Responsibilities

Article 3. The duties and responsibilities of a Graduate School Professor are as follows:

- (1) A Graduate School Professor shall be advisor for master's, Ph.D., and senior theses, and teach at least 9-units of courses each year.
- (2) A Graduate School Professor shall be a member of the Graduate School Division Meeting.
- (3) When Graduate School Professors consent, the International Christian University can request their participation in school duties.
- (4) A Graduate School Professor, in principle, cannot be a candidate for administrative positions, including graduate school division chair.
- (5) A Graduate School Professor may attend Faculty Meetings as an ex-officio member.

Treatment

Article 4. Treatment of allowances and other matters will be established separately.

Procedures for Appointment

Article 5. A Graduate School Professor's qualifications shall be judged by each Graduate School Division Meeting, discussed by the Graduate School Chairs'

Meeting, reported at the Faculty Meeting, and appointed by the chair of the Board of Trustees.

Term of service

Article 6. The term of service of Graduate School Professors shall be 5 years or less. However, it shall not extend beyond the academic year in which they become 70 years old.(May 30, 1995, FM)

Addendum 7-2 Revision of the Appointment Procedures for Graduate School Professors

1. A Committee to Appoint Graduate School Professors shall be established. The Committee to Appoint Graduate School Professors will be composed of: VPAA (Chair), CLA Dean, GS Dean and GS & CLA Division Chairs concerned. The President will attend the meeting as a non-voting member.
2. Appointment of Graduate School Professors shall be initiated by a proposal from the Committee to Appoint Graduate School Professors with the understanding of the CLA Division Meeting concerned.
Thereafter the procedure will follow that stipulated in the Regulations Governing Appointment of Graduate School Professors of the International Christian University.
3. The above procedure will be implemented from October 1, 2000.
(October 24, 2000, FM)

Addendum 8-1 Regulations Governing the Appointment of Visiting Faculty to International Christian University

Purpose

- Article 1. In order to enrich educational and research activities of the University and to smoothly carry out academic programs and faculty personnel plans, positions of Visiting Faculty Members of International Christian University (hereinafter called Visiting Faculty Members) shall be established.
2. Appointments of Visiting Faculty Members shall be made in accordance with these regulations.

Eligibility

- Article 2. A person who is to be appointed as a Visiting Faculty Member must satisfy one of the following conditions:
- (1)The candidate has a full-time position at another university or academic institution and, while excused from his/her normal duties because of research leave, etc., is able to engage in educational and research duties at ICU for a certain period of time.
 - (2)The candidate has retired from a university or academic institution within the preceding three years.
 - (3)The candidate has a particularly outstanding record of achievement in some academic field.
2. Appointment criteria shall be the same as those for full-time faculty members.

Teaching load and meeting responsibilities

Article 3.

1. The teaching load of a Visiting Faculty Member shall be determined by contract.
2. With the consent of the Division Meeting of the Graduate School division concerned, a Visiting Faculty Member may teach Graduate School courses.

Article 4. A Visiting Faculty Member may attend the Faculty Meetings.

Titles

Article 5. Visiting Faculty Members shall be given the title of Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, etc., according to their ranks at their home institutions or the qualification standards for full-time faculty members at ICU.

Period of appointment

Article 6. The period of appointment for a Visiting Faculty Member shall be, in principle, one academic year. In unavoidable cases, reappointment may be made.

Article 7. In principle, the period of appointment of Visiting Faculty Members shall not extend beyond the last day of the academic year (March 31) in which they reaches 70 years of age.

Salary

Article 8. Salary for a Visiting Faculty Member shall be stipulated elsewhere.

Appointment Quota

Article 9. The appointments of Visiting Faculty Members, which are the part of the quota of appointments for the full-time Faculty Members, shall require the approval of the Senate.

Appointment Procedures

Article 10. Visiting Faculty Members shall be appointed by the President, after examination of their qualifications at the Division Meeting and CLA Chairs' Meeting, and reporting at the Academic Policy Committee.

Revision and Abolition

Article 11. Revision and/or abolition of these regulations shall be carried out by the President following discussion at the Faculty Meeting and the Senate.

Supplementary Provisions:

1. These regulations shall be effective from April 1, 1997.
2. With the implementation of these regulations, "The Regulations Governing the Appointment of Visiting Faculty to International Christian University" (ICU Official Document No.40). announced on October 19, 1987 shall be abolished as of March 31, 1997, but will continue to be applied to those who were appointed in accordance with the previous regulations, until June 30, 1997.

Approved at the Senate on February 20, 1997

Approved at the APC on March 4, 1997

FM, March 18, 1997

Addendum 8-2 Additional Provisions to the Regulations Governing the Appointment of Visiting Faculty at International Christian University

1. Appointments of visiting faculty members whose expenses are provided by institutions other than ICU shall be made in accordance with these provisions.
2. Article 9 of the Regulations Governing the Appointment of Visiting Faculty (Appointment Quota) shall not apply to appointments of the above designated visiting faculty members.
3. The Regulations Governing the Employment Conditions of Visiting Faculty shall not apply to appointment of the above designated visiting faculty members.

Approved at:

the October 29 Senate

the November 10 Working Committee for Academic Reform

the November 11 APC

1998.1.27 FM

Addendum 9 A procedure for appointment of Graduate School Professors and Visiting Faculty

Authorization to use position(s) for Graduate School Professors and Visiting Faculty shall be delegated to the Working Committee for Academic Reform. The committee's decision shall be reported to the Faculty Meeting.

1997.5.19 Working Committee for Academic Reform

1997.5.22 Senate

1997.5.26 APC (circulated memorandum)

1997.5.27 FM

Addendum 10 Visiting Faculty as senior theses co-advisors

Duties as a senior thesis co-advisor will be assigned to a visiting faculty member whose appointment lasts one year or more.

cf. Duties as an academic advisor will be assigned to the division chair in such cases.

1997.6.5 Senate

1997.6.9 WCAR

1997.6.10 APC

1997.6.24 FM

Addendum 11-1 Establishment of the Working Committee for Academic Reform

1. The Working Committee for Academic Reform shall be established.
2. The Working Committee for Academic Reform shall first examine the various proposals made in the Report of the Subcommittee for Academic Reform of the University Comprehensive Planning Committee (July, 1995) which was prepared

by the Board of Trustees on the basis of the Final Report of the University Self-study Committee (May, 1993), and consequently submit an implementation proposal to the Faculty Meeting.

3. Already existing Temporary Faculty Personnel Committee and the Second Working Committee for Academic Program Reform shall function as advisory committees for the Working Committee for Academic Reform.
4. The Working Committee for Academic Reform shall be composed of: the President, VPAA, the GS Dean, the CLA Dean, the CLA Division Chairs, Chair of the Working Committee for Academic Program Reform, and Deputy Director, University Secretariat (ex officio, secretary).
5. The Committee shall begin its activities from October, 1996 and continue until the completion of the reform.

Approved at the Senate, September 5, 1996

Revision approved at the Senate, October 3, 1996

Approved at the APC, October 8, 1996

FM, October 22, 1996

Addendum 11-2 Abolition of the Temporary Faculty Personnel Committee

The Temporary Faculty Personnel Committee will be abolished for the following reasons:

The Temporary Faculty Personnel Committee was established provisionally to function until the establishment of the Faculty Personnel Planning Committee. Later it changed status into a subcommittee to the Working Committee for Academic Reform and has continued its function. However, the functions expected of the Faculty Personnel Planning Committee are being carried out by the Working Committee for Academic Reform. Therefore, the Temporary Faculty Personnel Committee has completed its historical role. (April 22, 1997, FM)