EGYPT-JAPAN UNIVERSITY
OF SCIENCE AND TECHNOLOGY
(E-JUST)

PRESIDENT SELECTION PROCESS
& PROCEDURES

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NEW BORG EL-ARAB
ALEXANDRIA, EGYPT
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President Selection Process and Procedures

INTRODUCTION

The Egypt-Japan University of Science and Technology (quoted hereafter as E-JUST) is established as a centre of teaching and research excellence in higher education between Egypt and Japan and is located in New Borg El-Arab nearby Alexandria. E-JUST is emerging as a vibrant centre of learning and a major player in the cultural and economic development of Alexandria, Egypt, Arab states and Africa Regions.

Subject to the Charter of the University, the Board of Trustees (quoted hereafter as BoT) shall have supreme control over the University, including every school, and academic department, division and center thereof.

The Board of Trustees of EJUSt is responsible for appointing the University President.

This document outlines the procedures for selecting and appointing the President of E-JUST.

ARTICLE 1: DUTIES OF THE PRESIDENT OF E-JUST

The President of E-JUST is responsible for:

- Representing the university before other organizations,
- Representing University in all legal and financial matters,
- Nomination of the Provost, Vice Presidents to the Board of Trustees (BoT) for appointment.
- Appointment of the Schools’ Deans upon recommendation of the provost.
- Appointing Faculty members upon recommendation from the Deans and Directors,
- Appointing key personnel for support staff based on recommendations from Deans and Directors,
- Preparing the university action plans for the strategic objectives set by BoT,
- Establishing, developing and monitoring the policies used in both academic and business aspects of the university,
- Propose and put forward drafts of main documentation and policy to be approved and issued by the Board of Trustees,
- Preparing the university budget proposal,
- Coordinating the University budget amongst different departments.
- Presiding over the University Council,
- Directing the day to day operations of the university,
- Support of fund raising and applying for grants, funding under governmental education grants, and funding sources,
- Coordinating and overseeing all issues of the operation of the university from the scheduling of classes, student enrollment, faculty, policies and guidelines through to media issues,
- Keeping faculty and staff aware of changes occurring in the university, overseeing the various committees and supporting initiatives with the university,
- Coordinating all affairs of cooperation with Japanese and Egyptian Consortium of universities and international universities,
- Meeting with community leaders, serving on community groups and boards to represent the university.
ARTICLE 2: TERM OF PRESIDENT APPOINTMENT

The President is appointed in accordance with the regulations set by the BoT of E-JUST for a four year term renewable for another term.

ARTICLE 3: PRESIDENT SELECTION CRITERIA

The Selection Committee will seek, in a transparent manner, an individual possessing the following skills with respect to background, experience, academic qualifications, administrative skills, and personal qualities in their search for the candidate President.

- Should possess the Egyptian or Japanese nationalities.
- Demonstrated leadership skills, vision, and the capacity to inspire others, in order to build and sustain E-JUST.
- Excellent linguistic and communication capabilities, and perfect command of English language, with demonstrated capacity to function as an effective leader with both Arab and African communities.
- Proven international cooperation capabilities and record, especially in fields related to education, research and scientific agreements and financing programs.
- Proven academic and administrative experience, in order to direct the academic work and the general administration of the University, as well as to accomplish the University’s stated objective, to promote the advancement of learning.
- High academic qualifications and an excellent professional reputation.
- Administrative skills, as evidenced by experience in senior positions, preferably in an educational or research setting.
- Sound working knowledge of the Japanese university environment preferable.
- Ability to effectively represent E-JUST and promote the University with public bodies, the private sector and the broader communities, including the ability to develop strategic relationships.
- Not older than 65 years at the beginning of his/her term.
ARTICLE 4: PRESIDENT SELECTION COMMITTEE

- BoT forms a Selection Committee led by the BoT Chairperson and comprised in seven active and voting members, including the committee chairperson.
- The President selection Committee is made of three Egyptians and three Japanese members of the Board in addition to BoT chairperson.
- The committee appoints from within its members a committee secretary to execute all procedures related to the operations of this Committee.
- The committee is not empowered nor undertakes any decisions on behalf of BoT, but merely submits its recommendations to the Board for voting.

ARTICLE 5: MEETINGS

- Regular and Special meetings of the committee are called upon by the Chairperson of the committee.
- In the case of a special meeting, notice of the time, place and purpose of the meeting shall be given by the committee secretary to each member of the committee, by written notice or electronic mail not later than two weeks prior to the day fixed for such a meeting.
- Committee meetings may be held by means of video or telephone conference or similar communication equipment, which allows all members participating in the meeting to hear each other at the same time. Participation by such means shall bind to constitute presence in person at a meeting.
- Committee members are not allowed to delegate others to attend meetings or participate on their behalf.
- No other persons are allowed to attend committee meetings except by invitation from committee chairperson.

ARTICLE 6: NOMINATION PROCEDURES

- The Committee will invite for application to the E-JUST University President job in newspapers, science and technology magazines, specialized websites and media, especially in Egypt and Japan for sufficient time.
- The Committee may, with means that it judges to be appropriate, directly solicit candidates and ask the applying candidates, whether they accept the nomination as a potential nominee for the presidency. All nominations must be filed with the Committee Secretary in writing not less than fifteen days before the meeting at which the selection is to be held.
- The Committee Secretary shall invite all candidates thus nominated to present documents and support material sustaining their candidatures.
- Any such documents are treated in strict confidence by the committee members and are not revealed to third parties.
- After a preliminary review, the Committee prepares a list of names that are retained
and their related documents, and the BoT Chairperson invites the candidates in question, for an interview with the Committee which can be arranged while all present or in distance to some members via telephone conference or video-conference.

ARTICLE 7: SELECTION PROCEDURE FOR NOMINATING A PRESIDENT

The Selection criteria outlined in article 5 are used as a basis for assigning a quantitative score to the process of candidate evaluation.

The committee secretary will prepare a score sheet based on the selections criteria for each candidate and give it to each committee member.

After the interviews, the Committee Chairperson in consultations with members of the President Selection Committee will assign scores in writing for each candidate retained by the Committee. Each member adds any comments that he/she judges appropriate, and returns the list to the Chairperson under strict confidentiality. The Committee Chairperson transfers the results of the consultation to the members of the Committee for final endorsement before submitting the recommendations to BT.

The Chairperson presents a report to BoT on the activities and recommendations of the Selection Committee.

The Selection Committee recommendations must remain confidential and be announced only in the forthcoming meeting of BoT.

The vote for President appointment is carried out as per BoT By-Laws.

ARTICLE 8: VACANCIES

A vacancy in the Post of President caused by resignation, age limitation, death, or otherwise than by expiration of term may be filled for the balance of the unexpired term, in the same manner as a vacancy caused by normal expiration of term. During this period, the Provost assumes the role and power of the President of the University. In the case that the Provost cannot fulfill this obligation, the most senior VP will take charge in order.

ARTICLE 9: HOLDOVER

The President shall hold office until the expiration of the term for which the individual is elected or appointed, unless the incumbent's term of office is terminated at an earlier date by operation of these by-laws or by action of BoT.

ARTICLE 10: TIME SCHEDULES

The procedures for President selection should not exceed three months from the start of nomination procedures as per article 6.

ARTICLE 11: AMENDMENT OF THESE PROCEDURES

These Procedures may be amended at any meeting of BoT, but only by the concurrent vote of a majority of the trustees.

The members of the Board shall have been notified at least thirty days in advance of the meeting as to the substance of amendments to be presented.