

Constitution of the Nanovic Institute for European Studies

I. General

A. The Nanovic Institute for European Studies (NI) is dedicated to broadening the learning experience at Notre Dame by supporting teaching and research in modern European affairs. Through grants and programs, symposia, and special events, the Institute provides an interdisciplinary home for undergraduate students, graduate students, and faculty to explore the evolving ideas, identities, institutions, and beliefs that shape Europe today.

B. The NI is under the oversight of the Provost of the University.

II. Direction of the Institute

A. The Director of the NI is appointed by the President. The term of appointment is five years with the possibility of renewal. The Director is selected by a Search Committee of five members, at least three of whom are chosen by the Provost from among the Fellows of the NI. The Director is evaluated in the third year. This review is arranged by the Provost, who appoints a review committee to conduct the evaluation.

B. The Director of the NI reports to the Office of the Provost.

C. The Director has responsibility for the creation and execution of the budget, staff appointments, and other administrative matters. The Director represents the Institute and its interests at official University functions and directs the fund-raising activities of the Institute.

D. The Director has responsibility for the academic and public outreach programs of the Nanovic Institute.

E. The Director has responsibility for the Minor in European Area Studies.

III. Faculty Fellows

A. Fellows of the NI are members of the regular and nonregular faculty (as described in Academic Article III, Section 1, Subsection g) whose academic work is deemed relevant to the activities and priorities of the Institute.

B. Fellows are nominated by the Director or other Fellows. Once nominated, a prospective Fellow submits a letter to the Director in which he/she outlines the relevance of his/her work to the goals of the Institute as well as a curriculum vita. Prospective

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Fellows are approved by the Faculty Committee by simple majority and appointed by the Provost for a three-year term, renewable.

C. Fellows initiate proposals for Institute activities, including, speakers, symposia, and other events. They help integrate students into the Institute's programs. They work with the Institute to promote European Studies at Notre Dame.

D. A meeting of the Fellows of the Institute will be convoked by the Director at least twice during each academic year to discuss the NI's current activities and future plans.

IV. The Faculty Committee

A. The Faculty Committee is the primary advisory body of the NI. The Faculty Committee advises the Director on programming, faculty outreach, visitors, and Institute visibility within the University. The Faculty Committee also represents the interests of the Institute's Fellows.

The specific duties include:

1. The Faculty Committee advises the Director on the Institute's budgetary priorities.
2. The Faculty Committee advises the Director on the creation and implementation of programs and events that meet the needs of faculty and students.

A member of the Faculty Committee may also serve on various ad hoc grant committees constituted to adjudicate proposals.

B. The Faculty Committee consists of the Director of the Institute and six tenured members of the University faculty who are elected from among the Faculty Fellows. The elected members of the Committee are divided equally into two classes. Class I begin service in odd-numbered years, and Class II begin service in even-numbered years.

Two seats in each class are filled by direct election. Each Fellow chooses two candidates from the list of those eligible, and the candidates are ranked in order based on the number of votes received.

Before the election, candidates from departments already represented on the Faculty Committee are eliminated from consideration. Within the set of candidates from each department, all but the highest vote-getter are eliminated from consideration. The two remaining candidates receiving the highest number of votes will be elected. In the event of a tie the selection will be made via runoff election.

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One seat in each class is appointed by the Director, without consideration of academic department.

A vacancy in an elected seat is filled based on the results of the most recent election, following the procedure described above. The candidate chosen shall fill the seat for the open portion of the term. In the event of a vacancy in an appointed seat, the Director shall appoint a replacement for the remainder of the term.

C. A term on the Faculty Committee is limited to two years, renewable.

D. The Faculty Committee meets at least twice each semester.

E. The Director serves as a member of the Faculty Committee and chairs the meetings.

V. The Advisory Board

A. The Advisory Board of the NI is composed of distinguished individuals outside the University. The Advisory Board advises the President, the Provost, and the Institute on a variety of matters related to the continued success of the Institute. The Advisory Board advises the Director of the Nanovic Institute on the general direction of the Institute.

B. Advisory Board members are invited to join the Board by the Director. Appointment is subsequently made by the President. Board members are appointed for three years with the possibility of renewal.

C. The Director may appoint a chair of the Advisory Board at any time.

VI. Amendments

Amendment to this constitution will be proposed by the Director, upon consultation with the Faculty Committee and the Fellows of the NI, to the Provost for approval by the Academic Council.