

August 2021

CONSTITUTION

I. GENERAL

- A. The mission of the Nanovic Institute for European Studies is to enrich the intellectual culture of Notre Dame by creating an integrated, interdisciplinary home for students and faculty to explore the evolving ideas, cultures, beliefs, and institutions that shape Europe today. To pursue its mission, the Institute works to promote European studies at Notre Dame, transform its undergraduates, professionalize its graduate students, foster its interdisciplinary faculty research, and build its international network.
- B. Founded in 1993 through the generosity of Robert S. and Elizabeth Nanovic, the Institute resides in Nanovic Hall at the University of Notre Dame.
- C. The Nanovic Institute for European Studies is under the oversight of the Marilyn Keough Dean of the Keough School of Global Affairs (“the Dean”) at the University of Notre Dame (“the University”).

II. LEADERSHIP OF THE INSTITUTE

- A. **Appointment.** The Director of the Nanovic Institute for European Studies (“the Director”) is appointed by the Dean, in consultation with the Provost. The standard term of appointment is five years with the possibility of renewal. The Director is evaluated as appropriate by the Dean. Typically, the Dean submits a detailed questionnaire/survey to the faculty fellows and staff of the Institute. The Dean also discusses the Director's performance with the chair of the Advisory Board and with any faculty, fellows or staff who ask to speak with the Dean as part of the review process. After this input is collected, the Dean discusses the findings with the Director before proceeding with the renewal. If the Dean convenes a review or search committee for the Director, a majority of the members of the committee will consist of Nanovic Faculty Fellows (“Fellows”).
- B. **Reporting.** The Director reports to the Dean. At least quarterly, the Director will meet with the Dean to discuss the progress of the Nanovic Institute, engage in strategic or programmatic planning, and/or connect the Nanovic Institute to complementary programs inside and outside of the Keough School that can augment Nanovic Institute programs. The Director has responsibility for the Annual Report provided to the Dean and to the Provost.

- C. **Administrative Responsibilities.** The Director has responsibility, in collaboration with senior staff members and in cooperation with other University offices, for the administration, well-being, and development of the Nanovic Institute, including its students, faculty, staff, programs, and other activities and initiatives. This includes the creation and execution of the budget, staff appointments, and other administrative matters. The Director represents the Nanovic Institute and its interests at official University functions and directs, with appropriate collaborations, the fundraising activities of the Nanovic Institute.
- D. **Academic Responsibilities.** The Director has responsibility for the research profile, and the academic as well as public outreach programs of the Nanovic Institute. This includes the Institute’s curricular offerings in European studies.

III. FACULTY FELLOWS

- A. **Defined.** Faculty Fellows (“Fellows”) of the Nanovic Institute are members of the faculty (as described in Academic Article IV§1(c)(4)) and approved by the Faculty Advisory Committee (“the Committee”).
- B. **Appointment.** Fellows are nominated by the Director or by current Fellows. Because of the Nanovic Institute’s interdisciplinary approach, Fellows should come from multiple departments and schools. Once nominated, a prospective Fellow may submit an application to the Committee (see section IV). Nominations that are approved by the Committee must then be approved by the Dean, the Fellow’s Department Chair, and the Office of the Provost. Following these approvals, the Director will appoint the nominee for a renewable term of up to three years. Fellows may apply to renew the appointment through a process designed by the Director. Fellow appointments may be terminated prior to the end of the appointment (1) for cause as determined by the Director with approval by the Dean or (2) if the primary University appointment is terminated.
- C. **Responsibilities.** Fellows are expected to work with the Institute to promote European studies with students and through their research, to elevate European studies within their academic units, and to contribute to European studies on campus and beyond. Fellows are encouraged and expected to take an active part in the intellectual community of the Nanovic Institute. Active participation includes, but is not limited to, an appropriate share in the following:
 - a. Attending the Nanovic Institute’s plenary Faculty Fellows meetings;
 - b. Attending the Institute’s signature events and engaging with guests and visiting scholars;
 - c. Applying for the Nanovic Institute’s grant programs to support research, teaching, and other initiatives;
 - d. Serving on committees;
 - e. Serving as a juror or reviewing books for the Laura Shannon Prize in Contemporary European Studies;
 - f. Advising students on grant proposals and other European Studies initiatives;
 - g. Teaching courses that support the Nanovic Institute’s curriculum and priorities; or

- h. Offering lectures for the Institute or participating in panel discussions of contemporary European events.
- D. **Meeting.** The Director will convene a meeting of the Fellows at least once during each academic year.
- E. **Other Fellows.** Individuals from outside the regular faculty of the University may have temporary appointments as Visiting Fellows. Visiting Fellows may be identified through open competition or by invitation from the Director, and are appointed for appropriate terms.

IV. THE FACULTY ADVISORY COMMITTEE

- A. **Defined.** The Faculty Advisory Committee advises the Director on all aspects of the Institute’s academic activity. The Committee also represents the interests of the Institute’s Fellows. The duties include:
 - 1. **Advising.** The Committee advises the Director and senior leadership of the Institute on the Institute’s strategic plans, as well as on the creation and implementation of programs and events that meet the needs of faculty and students.
 - 2. **Voting on Faculty Fellow Nominations.** The Committee votes on the nominations of Faculty Fellows. The Committee may consider the relevance of the nominee’s work and interests to the activities and priorities of the Nanovic Institute. Approval requires a majority of those present for the meeting.
- B. **Membership.** The Committee consists of six members, three appointed each year from among the tenured Faculty Fellows for two-year terms. Every year, two members will be elected by the Faculty Fellows. The Director, in consultation with the faculty committee, shall administer an election process annually. A third member will be appointed by the Director. The Director may appoint substitute members for vacancies and break ties in the voting. Committee members shall be limited to one representative per academic unit. Committee members who complete a two-year term shall not be eligible for election or appointment for one year after their term ends.
- C. **Meetings.** The Director chairs the Committee, which meets at least twice annually.

V. THE ADVISORY BOARD

- A. **Defined.** The Advisory Board (“Board”) of the Nanovic Institute comprises distinguished individuals who have expertise and experience in Europe or a significant commitment to benefaction for the Institute. The Board is a consultative body that advises the Director on the general direction of the Institute. Board members also serve as ambassadors for the Institute in their communities and profession, leverage their own networks to provide opportunities for students and graduates, advance research, and introduce interested friends to the Institute.

- B. **Membership.** The Director consults with the Dean and suggests potential new members, who may then be appointed by the Dean for—as a general rule—a three-year term, which is renewable.
- C. **Other Members.** One member of the Faculty Committee may be appointed by the Director annually to serve as a representative member on the Board. The Director may also appoint other special members to the Board, including up to one recent alumni representative. If appointed, a special member serves for a one-year, non-renewable term.
- D. **Chair.** The Director may appoint a Chair of the Board at any time after consultation with the Dean. The chair is appointed for a three-year term with the possibility of renewal.
- E. **Meetings.** The Board meets at least once annually.

VI. AMENDMENTS

- A. The Director, in consultation with the Committee, may submit amendments to this constitution to the Dean for approval at any time.