

# Constitution of the Kellogg Institute for International Studies

Approved by Kellogg Institute Faculty Committee on December 7, 2023, and by the Dean of the Keough School on January 2, 2024.

## I. General Clauses

**A. Defined.** The Kellogg Institute for International Studies (“KI”) promotes comparative international research on democracy and human development. While maintaining a core geographic interest in Latin America and Africa, the Institute fosters research on many regions of the world. It supports the research and educational mission of the University of Notre Dame by providing faculty, students, and visiting scholars with a supportive intellectual community. It attempts to project the University onto the global stage and to expand understanding of democracy, development, and other important international goals challenging humankind. The Institute forms an integral part of Notre Dame's Catholic mission by addressing normative and scholarly concerns reflected in Catholic social thought.

**B. Relationship to the Keough School of Global Affairs.** As a basic constitutive unit of the Keough School of Global Affairs, the KI advances the Keough School’s commitments to generating policy-relevant research and to advancing integral human development.

**C. Reporting.** The Kellogg Institute for International Studies (“KI”) is directly responsible to the Marilyn Keough Dean of the Keough School of Global Affairs (“the Dean) at the University of Notre Dame. The Director of the KI reports directly to the Dean.

## II. Directors of the Institute

**A. Defined.** The Director of the KI (“the Director”) is appointed by the Dean of the Keough School of Global Affairs, in consultation with the Provost. The standard appointment is for a term of five years and may be renewed, subject to approval of the Dean. When an appointment to the directorship is to be made, the Dean constitutes a Search Committee of five members, at least three of whom are chosen by the Dean from among the Faculty Fellows of the KI. In the event of a vacancy, the Dean may appoint an Interim or Acting Director to lead the KI. The Director will be reviewed for renewal by the Dean in the fourth year of his/her first five-year term. 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.

**B. Administrative Duties.** The Director has responsibility for the execution of the budget, staff appointments and other administrative matters. The Director may, in consultation with other members of the Institute and with the Dean's approval, appoint an Executive Director and associate and assistant directors, as needed, to assist with the administration and development of the Institute. The Director is responsible for the production of an Annual Report to the Dean and others, as may be designated or appropriate.

**C. Academic Duties.** The Director has responsibility for the academic programs of the KI, including faculty grants, research initiatives, visiting fellows and guest scholars' programs, and student programs. The Director appoints the members of the Faculty and Grants Committees, fellowship selection committees, and other committees, as necessary for the proper administration and needs of the Institute.

**D. Director of the Ford Program in Human Development Studies and Solidarity.** The Director of the Ford Program in Human Development Studies and Solidarity ("Ford Director") reports directly to the Director of the KI and is appointed by the Dean, upon recommendation by the Director.

**E. Additional Directors.** The KI may establish other programs and units within it that advance the mission of the KI, each with its own Director or other leadership positions, and with reporting obligations to the Director or Executive Director as appropriate.

### **III. Faculty Fellows**

**A. Defined.** Faculty Fellows engage in research and/or teaching on the Institute's core themes of democracy and integral human development as well as a broad range of international topics, including those with interdisciplinary and collaborative components. Fellows of the KI are members of the University's regular faculty (as described in Academic Article IV, Section 1, Subsections (a)(1) through (a)(7) and (c)(4)) whose academic work is deemed directly relevant to the activities and priorities of the Institute.

**B. Appointment.** Upon the recommendation of the Director, and in consultation with the Faculty Committee of the Kellogg Institute, Fellows are appointed in accordance with the provisions of Academic Article IV, Section 5, Subsection h and in accordance with the Guidelines for University Centers and Institutes, the Keough School Faculty Fellow Appointment Process guidelines, and the governing documents of the KI. The term of appointment is for three years, renewable, and is contingent upon a continuing appointment as regular faculty at the University.

**C. Non-Regular Faculty.** Individuals from outside the regular Faculty of the University may have temporary appointments as Visiting Fellows in the KI, typically not exceeding one academic year. Their appointments are intended to advance the mission of the KI through the initiation of and/or participation in projects and programs of the KI, or through independent research deemed significant to the mission of the KI. Visiting Fellows may be identified through open competition or by invitation, and are appointed in accordance with Academic Article IV, Section 1, Subsection (c)(4) and upon recommendation by the Director of the Institute.

**D. Expectations of Faculty Fellows.** All Faculty Fellows are expected to contribute to the intellectual community of the KI and to foster academic engagement and collaboration in ways that are appropriate and that align with KI themes and objectives. Expectations of KI Faculty Fellows includes, but is not limited to, the following:

1. attend a meeting of the Fellows of the Institute, convened by the Director at least once during each academic year, to discuss the KI's current activities and future plans, unless unusual University or KI circumstances prevent such a meeting from occurring;
2. host guest scholars whom a Faculty Fellow has recommended to the KI for sponsored campus presentations; and
3. serve on one or more of the Institute's several standing and ad hoc committees, if asked to do so.

**E. Benefits.** Benefits accruing to Fellows include a range of research and professional opportunities including grants; the presentation of new research; participation in collaborative research working groups, clusters, and labs; research assistance; and financial and administrative support for conferences and workshops.

**F. Evaluation for Re-Appointment.** In evaluating a KI Faculty Fellow for re-appointment, the Director and the Faculty Committee may consider the ability of the Faculty Fellow to meet established

expectations, including the Faculty Fellow's contributions to the KI and future opportunities for contributing to the community.

#### **IV. Kellogg Institute Committees**

##### **A. Faculty Committee**

1. **Defined.** The Faculty Committee reviews and advises the Director on academic priorities; on the budgetary allocations pertinent to such priorities; on the creation, management, transformation, or termination of significant KI research and educational programs and initiatives; and on the guidelines to be followed in the awarding of KI grants and competitive fellowships.

2. **Membership.** The Faculty Committee is the internal advisory body of the KI. It consists of the Director and Executive Director (*ex officio*) and no fewer than six and no more than twelve Faculty Fellows. The members of the Faculty Committee are appointed by the Director for a term of two years, renewable.

3. **Meetings.** The Faculty Committee typically meets at least once per semester during the academic year and is chaired by the Director. The Faculty Committee may be scheduled for additional meetings, as deemed necessary by the Director.

##### **B. Grants Committee**

1. **Defined.** The Grants Committee is the main decision-making committee for many awards made by the Institute including faculty research grants; intramural grant requests; grants for working groups, research clusters, and policy and practice labs; and grants for faculty-led conferences and workshops. The Grants Committee may also advise KI directors on related policy issues.

2. **Membership.** It consists of the Director, the Executive Director, and four to six Faculty Fellows. Terms are for two years.

3. **Meetings.** The Grants Committee typically meets four to six times per year and is chaired by the Director or Executive Director.

**C. Ad Hoc Selection Committees.** Competitions for the Visiting Fellows program and for grants to students are handled by ad hoc selection committees.

#### **D. Leadership Committee**

1. **Defined.** The Leadership Committee is the Kellogg Institute's internal professional team working on strategic and operational issues, including financial planning, management, and operations of the Kellogg Institute. Under the guidance of the Kellogg Director, this team makes operational the policies and practices that help realize the mission of the Kellogg Institute, providing orientation and advice on staffing issues. Members of the Leadership Committee often represent the interests of the Institute across the University.

2. **Membership.** It consists of the Director, Executive Director, Associate and Assistant Director(s) of the Kellogg Institute, as well as other individuals who may be invited to particular meetings of the Leadership Committee on an *ad hoc* basis.

3. **Meetings.** The Leadership Committee typically meets weekly during the academic year, and, as needed, over the summer.

#### **V. The Advisory Board**

**E. Defined.** The Advisory Board of the Kellogg Institute is composed of distinguished persons outside the University who have expertise and experience in geographical locations of research and programming interest to the Institute, including Africa and Latin America, and/or who possess expertise and experience with respect to the major research and programmatic themes of democracy and human development. The Advisory Board is a consultative body and advises the Institute on matters of overall policy, orientation, personnel, and development of the Institute. Due to their relationship with the Institute and their affiliations with the research and programming interest of the Institute, members of the Advisory Board also serve as ambassadors for the Institute within their respective communities, networks, and professions and as appropriate.

**F. Membership.** The Advisory Board has no fewer no fewer than ten and no more than twenty-five members, including the Chair. New members are recommended by the Director, in consultation with the Chair, and appointed by the Dean of the Keough School. The appointment is for a term of three years,

which may be renewed one or more terms, upon the recommendation of the Director and in consultation with the Chair. Terms shall be staggered so that approximately one-third of the terms expire after each meeting of the Advisory Board.

**G. Meetings.** The Advisory Board meets annually, typically during the fall semester. Additional meetings may also be scheduled, as considered necessary by the Chair of the Advisory Board and the Director of the KI.

**H. Chair of the Advisory Board.** The Chair of the Advisory Board will convene the annual meetings of the Advisory Board. The Director may confer with the Chair on a range of administrative and operational matters, including strategic development of Board membership, opportunities and challenges confronting the Institute, developing relationships with individuals, foundations, and corporations capable of supporting the Institute's work, developing program ideas or governance improvements, and philanthropy initiatives that support the Institute. The Chair may establish standing and ad hoc committees, as deemed most useful to the work of the Board and in consultation with the Director of the KI. The Director may appoint an Advisory Board Chair, in consultation with the Dean and the incumbent Chair. The Chair is appointed for a three-year term, with the possibility of renewal. While the appointment or reappointment of a Chair will occur every three years, the Director may appoint a Chair at any time, as necessary for the proper functioning of the Advisory Board, such as when the Chair is vacated prior to the end of an appointed term due to unforeseen circumstances.

## **VI. Amendments to this Constitution**

Amendment to this constitution will be proposed by the Director and, upon majority approval by the Faculty Committee of the KI, submitted to the Dean of the Keough School of Global Affairs for approval. Revisions approved by the Faculty Committee, December 1998, August 27, 2001, October 9, 2001, April 23, 2021, and December 7, 2023. Revised Constitution approved by the Provost's Office, June 5, 2002, and by the Dean of the Keough School, August 19, 2021, and January 2, 2024.

## **VII. Uncodified Practices**

This constitution and subsequent amendments shall not affect or abrogate uncodified or implied practices generally permitted under this constitution, except in cases when University policy, Keough School policy, existing law, best practice, or the good of the community would require the identification and cessation of such practices. Cases in which best practices or the good of the community may

require such action shall be determined upon the recommendation of the Director and a majority vote of the KI Faculty Committee.