

Bylaws of the Center for Social Research at Calvin College
Excellence in Research, Partners in Service

- I. The Purpose of the Center:** The purpose of the Center for Social Research (CSR) at Calvin College is to conduct and facilitate social scientific research. The primary mission of the Center is to support academic research by Calvin College faculty.

As funding allows, the Center will also provide research services to on-campus and off-campus community partners. Whenever possible, the center will train student researchers to be active participants in the Center's research projects.

- II. Activities of the Center:** The Center for Social Research sponsors activities that are tied to its purposes. These include the following:

- A. Promote academic and applied research of highest quality.
- B. Encourage excellence in social research through a variety of research methodologies.
- C. Undertake collaborative and community-based research with scholars, organizations, and institutions at the local, regional, and national level. Such projects will be accepted when in consonance with the primary mission of the Center, will be provided with a time-and-cost estimate, must normally be supported by funding from a specific budget that the client has authority or permission to use, and must have a competent designated principal investigator who serves as a single liaison to the Center. The Center will favor long-term, larger projects over short-term, small, single-effort projects.
- D. Serve Calvin College, the Christian Reformed Church, and organizational partners.
- E. Enhance the scholarly community in the social sciences and related disciplines at Calvin College.
- F. Provide support, services, and developmental opportunities that enable faculty to reach their full research potential.
- G. Connect faculty with opportunities, information, and potential collaborators.
- H. Model the integration of faith and scholarship.
- I. Provide opportunities for students to develop their research skills in a mentoring environment.
- J. Integrate the development of student research skills into the social science curriculum.

III. Administration of the Center: Director and Staff

A. Director

1. Responsibilities

- a. Promote faculty research in accordance with the mission of the CSR.
- b. Oversee, coordinate, and conduct the research of the center.
- c. Identify and prioritize research projects.
- d. Provide support, services, and developmental opportunities that enable faculty to reach their full research potential.
- e. Seek to secure external funding for projects consistent with the mission of the CSR.
- f. Oversee budgeting and finances, with the advice and consent of the Governing Board.
- g. Supervise the Center's staff.
- h. Provide an annual financial and operations report to the Governing Board for review before it is submitted to the reporting dean. Submit a summary of the annual report to the Faculty Senate for information.
- i. Serve as chief liaison between the CSR and its Governing Board. In consultation with the Governing Board Chair, prepare the agenda and necessary materials for meetings of the Board, which are submitted to the Board secretary for distribution.
- j. Report regularly to the dean for research and scholarship.
- k. Teach courses within Calvin College's academic program only if asked to do so by the provost and only if the college "buys out" the Director's research time for this purpose.

2. Status

- a. The Director of the Center for Social Research is to be a committed Christian whose scholarly efforts manifest excellence in social science research and the integration of Christian faith with social science learning.
- b. Normally, the director will be a full-time administrator with faculty status. Alternatively, if an individual comes into the Director position already having teaching faculty status within an academic department, that status may be maintained, with adjusted teaching responsibilities, defined by an agreement between the CSR Governing Board and the provost.
- c. The Director shall not serve as the chair of the Governing Board.
- d. The Director shall not serve as chair of an academic department.

3. Selection
 - a. The dean for research and scholarship shall appoint a search committee appropriate to the mission of the Center. The search committee will include at least one member of an academic department and at least one member of the Governing Board.
 - b. The search committee will make a recommendation to the dean for research and scholarship and the dean will select the final candidate. The finalist will then be presented to the Professional Status Committee (PSC), and they will make the final appointment. If departmental approval is necessary, that approval should be part of the dean's recommendation to the Professional Status Committee, so that the PSC decision is final, not pending.
 - c. The Director shall be appointed to a three-year term, renewable upon the recommendation of the Governing Board and the concurrence of any department within which the Director has teaching faculty status.
 - d. By the beginning of the third year of the Director's three-year term, the dean shall oversee an evaluation of the Director's performance. The evaluation will be conducted by the reporting dean, incorporating input from the Governing Board. The reporting dean shall submit a recommendation regarding reappointment to the Professional Status Committee.
- B. Assistant and Associate Directors: Assistant or Associate Directors may be appointed for specific responsibilities in the Center, as funding permits.
 1. Responsibilities of Assistant and Associate Directors are to be outlined in their position descriptions.
 2. Status: Assistant and Associate Directors must have a demonstrated record of professional achievement in scholarship and knowledge of contemporary research methods. No Assistant or Associate Director will have faculty status at Calvin College, unless this status is held prior to the CSR appointment. The Governing Board will grant associate rather than assistant standing if it finds strong justification for doing so in the education and experience requirements of the job.
 3. Selection: Assistant and Associate Directors are recommended by the Governing Board of the Center for Social Research. If a candidate has faculty status at Calvin College, then the concurrence of the relevant department, as well as the approval of the Professional Status Committee and the board of trustees, is required before an appointment can be made.
- C. Research Assistants, Research Associates, and Research Specialists: Additional researchers may be attached to the Center for Social Research as funds permit. Research assistants should ideally be current Calvin College students or recent Calvin College graduates and are appointed for limited terms. Research Associates and Research Specialists could but need not be recent Calvin College graduates and will be identified

through a search process.

IV. Administration: Governing Board

- A. Composition: The Governing Board shall consist of the dean for research and scholarship, the Director of the Center for Social Research; representatives from each of the following departments: economics or business, political science, psychology, sociology / social work, and the Paul Henry Institute; and one at-large member from any department outside the five listed above, with preference for faculty interested in social scientific work.
- B. Selection: The members of the Governing Board shall be appointed by the Committee on Governance.
- C. Committee service: Membership on the Governing Board shall be applied to community service requirements according to College governance rules.
- D. Administrative Support: A Board secretary shall be appointed by the Governing Board for a one-year term.
- E. Term for members other than Director and dean
 - 1. Board members shall serve staggered, four-year terms.
 - 2. Members whose terms have expired typically shall be eligible again after a two year hiatus.
- F. Frequency of board meetings
 - 1. The Director shall convene a meeting of the Board at least once each full semester.
 - 2. The Chair will convene additional meetings at the request of three or more members of the Board. A quorum must be present at all meetings.
- G. The Chair: The Chair of the Governing Board shall be appointed by the Committee on Governance for a two-year term, and may be reappointed by the Committee on Governance, but may not serve for more than two consecutive terms.
- H. Powers
 - 1. The Governing Board has powers of advice and consent with regard to the operation of the Center for Social Research, holding the Director accountable to the founding documents and the policies of Calvin College.
 - 2. The Governing Board offers advice to the Director on questions of initiatives, policies, and procedures of the Center for Social Research.

3. The Governing Board approves the appointment of any Research Assistants or Fellows that may be attached to the Center.
4. The Governing Board shall approve a ceiling on the dollar amount of grant awards that can be made by the Director without the consent of the Governing Board.
5. The Director of the Center may seek funding from foundations and grant agencies outside Calvin College. Awarded grants, however, require approval of the Governing Board prior to the acceptance of the grant monies. The acceptance of such funding by the Governing Board carries with it the board's approval of the distribution of the funds specified within the parameters of the grant.
6. Any reallocation among the various budget lines in excess of 10 percent of the total approved budget for that year requires the approval of the Governing Board.
7. The Board shall approve the next year's budget and expenditures in advance of the fiscal year.
8. The Board shall receive routine financial statements at least once per full semester.
9. The Provost, through the reporting dean, shall oversee external reviews, such as reappointments of the Director and external reviews of the Center. The Governing Board convenes an external review panel approximately every five years, for the purpose of soliciting advice on Center matters and development.

V. Hiring Policies

- A. All college policies relating to hiring and reviewing of employees shall be followed.
- B. Employee position descriptions must be approved by the department, the provost, and the office of human resources; title and wages should be consistent with human resources policies.

VI. Amendment

- A. This Constitution may be amended by a two-thirds vote of the entire Governing Board. The powers of the Governing Board shall be exercised in accord with the Bylaws.
- B. Amendments approved by the Board then go to the Committee on Governance for approval and to Faculty Senate for information. In consultation with the Director and the Governing Board, the Committee on Governance may recommend substantial changes be sent to Faculty Senate for approval.

Approved by Committee on Governance on: October 31, 2006

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