

# Kuyers Institute for Christian Teaching and Learning Bylaws

These bylaws are based upon and consistent with the document PPC 02-2 (Faculty Senate Minutes, May 5, 2003) describing the creation of a new Institute for Christian Teaching and Learning at Calvin College, approved by Senate on May 5, 2003 and ratified by the Calvin College Board on May 23, 2003.

**I The Purpose of the Institute:** The Kuyers Institute for Christian Teaching and Learning is devoted to the study and promotion of pedagogy, learning, and educational leadership from an integrally Christian perspective. The Institute focuses on teaching and learning at all levels of education. It fosters research and professional development in relation to teaching and learning matters. The Institute acts as a catalyst to gather interested professionals for workshops, conferences, and research seminars, and coordinates research projects in a variety of settings.

## **II Activities of the Institute**

- A. The Kuyers Institute seeks to promote Christian approaches to teaching and learning through:
1. funding and coordination of research projects relevant to the Institute's purpose in a variety of educational settings;
  2. sponsorship of thematic conferences, seminars and workshops that engage educators in both K-12 and higher education with issues relating to Christian teaching and learning;
  3. dissemination of work related to the Institute's purpose through electronic and printed means;
  4. development of educational resources that model fresh approaches to Christian teaching and learning;
  5. enabling of professional exchange in a variety of venues among Christian educators on topics related to Christian teaching and learning.

## **III Administration: Director and Staff**

- A. Duties of the Director of the Institute:
1. Typically initiate and administer the programs of the center, with the advice and consent of the Board.
  2. Supervise staff of the Institute.
  3. Seek to secure external funding for the Institute.
  4. Serve as chief liaison between the Institute and its Governing Board.
  5. Serve as budget officer for the Institute and oversee the budget of all Institute activities.
  6. Provide an annual report, to be submitted first to the Governing Board for review, and then to the reporting dean. The Director shall submit a summary of the annual report to Faculty Senate for information.

7. In consultation with the Board chair, prepare the agenda and necessary materials for meetings of the Governing Board. These materials are to be submitted to the secretary of the Board for distribution.
- B. Status of the Director of the Institute
1. The Director shall hold faculty status in any department of Calvin College and shall normally receive a course load reduction of 9-12 semester hours per year.
  2. The Director shall not serve as the chair of the Governing Board.
  3. The Director shall not serve as department chair during his or her term as Director.
- C. Selection of the Director of the Institute
1. A Director for the Institute shall be appointed in accordance with the College's hiring policies.
    - a. The provost shall appoint a committee appropriate to the mission of the Institute. Search committee composition will include at least one member of an academic department and at least one member of the Governing Board. Typically, it will also include the Dean for Research and Scholarship.
    - b. The search committee will make a recommendation to the provost who will make a recommendation to the Professional Status Committee.
    - c. If Departmental approval is necessary, their approval should be part of the recommendation to the Professional Status Committee, so that the PSC decision is final, not pending.
  2. The Director shall be appointed by the Professional Status Committee for a three-year term.
  3. The Director will report to the Dean for Research and Scholarship.
- D. Evaluation of the Director: By the beginning of the third year of the Director's three-year term, the provost shall oversee an evaluation of the Director's performance. The evaluation will be conducted by the reporting dean, incorporating input from the board. The reporting dean shall submit a recommendation regarding reappointment to the Professional Status Committee.

#### IV Administration: Governing Board

- A. Composition: The Governing Board shall have a minimum of seven members and shall be composed as follows: the Director of the Institute; the Provost or a representative of the Provost's Office (*ex officio*); the Dean for Teacher Education (*ex officio*); the Director of the Graduate Studies in Teacher Education Program (*ex officio*), if the Dean for Teacher Education does not serve also in this capacity; three faculty members, one of whom shall be drawn from the Education Department and one of whom shall be drawn from the education program (but not from the Education department); and a local representative of Christian education from outside Calvin College, who will be selected by the Director in consultation with and with the approval of the other board members.

- B. Selection: Members of the Board will be selected by the normal Committee on Governance process for committee assignments, with the exception of the local representative of Christian education from outside Calvin College, who will be selected by the Director in consultation with the board.
- C. Committee service: Membership on the Kuyers Institute Governing Board shall be applied to community service requirements according to governance rules.
- D. Administrative Support
  - 1. A Board secretary shall be appointed by the Governing Board. Normally the administrative assistant of the Kuyers institute will fulfill this function, and will hold *ex officio* status on the governing board.
  - 2. The board secretary shall arrange and distribute materials for meetings and submit minutes to the appropriate college entities.
- E. Terms for members other than the Director and dean
  - 1. Board members shall serve staggered, four-year terms. Terms shall be shortened as necessary to stagger the terms of the initial board.
  - 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
  - 1. The chair of the Governing Board shall be appointed by the Committee on Governance for a two-year term.
  - 2. The Chair may be reappointed by the Committee on Governance but may not serve for more than two consecutive terms.
- H. Powers of the Governing Board
  - 1. The Board shall have powers of advice and consent with regard to the operation of the Institute, holding the Director accountable to the founding document and the policies of Calvin College.
  - 2. The Board shall offer advice to the Director on questions of initiatives, policies, and procedures of the Institute.
  - 3. The Governing Board shall approve a ceiling on the dollar amount of grant awards that can be made by the Director of the Center/Institute without the consent of the Governing Board.
  - 4. The Director of the Center/Institute 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.

5. 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.
  6. The Board shall approve the next year's budget and expenditures in advance of the fiscal year.
  7. The Board shall receive routine financial statements at least once per full semester.
  8. The provost, through the reporting dean, shall oversee external reviews such as reappointments of the Director as well as external reviews of the Institute.
- I. **Advisory Council**
1. The Governing Board shall approve the appointment of members of the Advisory Council, based upon the recommendation of the Director of the Institute.
  2. The purpose of the Advisory Council, which may meet regionally, is to offer advice to the Director of the Institute concerning the content, emphases, and direction of the Institute's programming.
  3. Members of the Advisory Council should have experience and/or expertise in the area of Christian teaching and learning.
  4. The Director of the Institute or his/her representative shall brief and consult with members of the Advisory Council either in person or at a distance at least once each year.

## **V Hiring Policies**

- A. All College policies relating to hiring and reviewing of employees shall be followed.
- B. For Kuyers Institute for Christian Teaching and Learning employees: employee position descriptions must be approved by the college's Job Evaluation Committee; title and wages should be consistent with Human Resources policies.

## **VI Amendment**

- A. These bylaws 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 the Kuyers Institute Governing Board: March 1, 2006

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