

# The Nagel Institute for the Study of World Christianity

## BYLAWS

At the meeting held on May 20, 2005, the Board of Trustees of Calvin College approved the formation of a new institute to foster the study of world Christianity and strengthen Christian intellectual and cultural movements worldwide. Doug and Lois Nagel, friends of the college, made a commitment to provide an endowment to support the institute's basic operations. The new agency was named the Nagel Institute for the Study of World Christianity (hereinafter, the Nagel Institute), and was slated to begin its work in January of 2006. In a separate action, the Board of Trustees named Joel A. Carpenter the first director of the Nagel Institute. The bylaws conveyed below exist to provide a definitive frame for the governance of the Nagel Institute.

I **Purpose:** The Nagel Institute is an agency of Calvin College that exists to foster a deeper understanding of world Christianity, to strengthen Christian intellectual movements in the global south and east, and to promote a reorientation of Christian scholarship in the North Atlantic region toward the issues, concerns and perspectives arising from world Christianity. The Institute understands world Christianity to be the contemporary Christian movements in the global south and east and their northern diasporic communities.

II **Activities:** The Nagel Institute will conduct projects and programs that will enable it to pursue the three main purposes stated above. These projects and programs might be broadly described as involving research, communications, networking, and the provision of scholarly resources. The Nagel Institute's activities may include mounting team research projects; hosting or providing other support for individual scholars; sponsoring public conferences and invitational seminars; enabling better access to information for research, teaching, and journalism; facilitating scholarly networking and communication; mentoring undergraduate and graduate students, and producing publications. This list is meant to be suggestive, not exhaustive or exclusive. The Nagel Institute's purpose will drive it to be collaborative and to seek equitable and effective partnerships with other centers for Christian thought and cultural engagement, beyond the North Atlantic region and within it.

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

A. **The Director:** The Nagel Institute shall have a principal officer, the director, whose duties are listed below. The director is the only mandated staff member of the Nagel Institute. The director shall devote, and be fully compensated for, at least one-half of a full-time workload to the operation of the Nagel Institute.

#### 1. **Duties of the Director**

- a. Promote, generate, and encourage new scholarly initiatives on issues of world Christianity.

- b. Promote faculty participation in external networks devoted to world Christianity.
  - c. Oversee external communication links, including a web presence devoted to issues of world Christianity.
  - d. Oversee the budget of the Institute.
  - e. Ensure efficient and effective completion of projects.
  - f. Direct the work activities of an assistant, student workers, and faculty as they function under the auspices of the Nagel Institute.
  - g. Take principal responsibility for generating project funding in collaboration with Calvin's Offices of Advancement.
  - h. Serve as chief liaison between the Nagel Institute and its governing board.
  - i. Participate in scholarly pursuits that advance the Nagel Institute's mission.
  - j. 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 the Faculty Senate for information.
  - k. 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.
2. Status of the Director
- a. The director shall hold faculty status in a department of Calvin College. Duties in the department are negotiable, but may not exceed one half of a full-time workload. The director of the Nagel Institute may not serve as department chair.
  - b. The director shall be an *ex officio* member of the governing board of the Nagel Institute, but may not be its chairperson.
  - c. The Director shall be accountable for the Nagel Institute's performance and for personal performance as director to a Dean in the Academic Affairs Division. This reporting relationship shall be assigned by the provost, in consultation with the director and the Governing Board of the Nagel Institute. This same dean shall be assigned a seat on the Governing Board.
3. Selection of the Director
- a. The provost shall appoint a search committee of Calvin professors and administrators with interests and responsibilities that are appropriate to the mission of the Nagel Institute. The provost shall inform the committee of its mandates for conducting a search by outlining its scope, process, and objectives.
  - b. The search committee shall include at least one member of an academic department and at least one member of the Governing Board. Typically, it will also include the academic dean who is overseeing the Nagel Institute.
  - c. Upon the completion of the search process, the search committee will report its decisions about candidates to the provost, whose responsibility it is to make a recommendation about hiring to the Professional Status Committee. If, in consultation with the search committee, the provost does not conclude that there is a candidate to recommend, the provost may reconstitute the search.

- d. If the position is unfilled and a search is underway or imminent, the provost, in consultation with the Nagel Institute Governing Board, may name an interim director for a term of up to one year.
  - e. Since the director is expected to hold faculty status in an academic department, a departmental recommendation of the candidate shall be part of the provost's hiring recommendation to the Professional Status Committee.
  - f. The director shall be appointed by the Professional Status Committee for a three-year, renewable term. The director will report to the academic dean selected by the provost for oversight of the Nagel Institute.
4. Evaluation of the Director
- a. At the beginning of the third year of the director's three-year term, the academic dean with oversight for the Nagel Institute shall oversee an evaluation of the director's performance.
  - b. The dean shall develop evaluation instruments and solicit responses thereby from a variety of people on campus and beyond (including all members of the governing board) who have had extensive interaction with the director to comment on the director's demonstrated competency, character and accomplishments.
  - c. In consultation with the provost, the reporting dean shall submit a recommendation regarding reappointment to the Professional Status Committee.
- B. Additional Staff Members
- 1. The director may secure the services of additional staff members in order to accomplish the work of the Nagel Institute.
  - 2. The creation of any additional staff position is subject to the prior approval of the Governing Board, to the regular processes of approving or continuing positions at Calvin College, and to the availability of funds to support a position. The continuation of any additional staff position is subject to these same conditions.

#### IV Administration: Governing Board

- A. Composition: The Nagel Institute Governing Board (hereinafter, Board) shall include the Nagel Institute director, the academic dean with oversight for the Nagel Institute, four members of the faculty who have research and teaching responsibilities relevant to the Nagel Institute's purposes, and two international scholars. The director shall be an *ex officio* member of the governing board of the Nagel Institute, but may not be its chairperson.
- B. Selection
- 1. Members of the Board will be nominated to the Committee on Governance by the academic dean with oversight for the Nagel Institute, in consultation with the Nagel Institute director.
  - 2. The Committee on Governance has final authority for forming the committee's membership, but any changes it decides to make must conform to the

composition stated above and must be made in consultation with the Nagel Institute director and overseeing dean.

C. Service

1. Membership on the Board shall be applied to faculty committee service requirements according to college governance rules.
2. Terms of service are four years. Terms shall be shortened as necessary to stagger the terms of the initial board.
3. Members whose terms have expired typically shall be eligible again after a two-year hiatus.

D. Administrative Support

1. Normally, the duties of recording secretary for the Board should be performed by a staff member of the Nagel Institute other than the director.
2. If no staff member is available to perform these duties, a member of the committee shall be elected to perform these duties on a temporary basis.
3. The recording secretary shall prepare and distribute materials for meetings and submit minutes to the appropriate college entities.

E. Frequency of board meetings

1. Board meetings shall occur at least twice each year to review the ongoing work of the institute and help lay plans for its future.
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.

F. The Chair

1. The chair of the Board shall be appointed by Committee on Governance Committee for a two-year term.
2. The Chair may be reappointed by the Board but may not serve for more than two consecutive terms.

G. Powers of the Board

1. The Board shall have powers of review and approval over the policies, procedures and ongoing programs of the Nagel Institute, holding the director accountable to the founding document and the policies of Calvin College.
2. The Board shall give the director advice on particular project and funding opportunities for the Nagel Institute.
  - a. The Nagel Institute director may solicit advice by way of communication with Board members rather than calling a Board meeting.
  - b. Seeking the Board's advice is defined as the Nagel Institute director conveying a query to each Board member.
  - c. Receiving the Board's advice is defined as a Nagel Institute director receiving a response to a query from a majority of the Board members within a week of sending out that query.
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 and ratify new programmatic initiatives in advance of the fiscal year.
7. The Board shall receive routine financial and programmatic reports at least once per full semester.
8. The provost shall commission periodic external reviews of the Nagel Institute's work. The academic dean with oversight for the Nagel Institute shall oversee such reviews.
9. The Board shall participate in periodic strategic planning efforts for the Nagel Institute according to a reasonable cycle of review, planning and activity, normally every three to five years.

## **V Hiring Policies**

- A. All College policies relating to hiring and reviewing of employees shall be followed.
- B. Nagel Institute employee position descriptions must be approved by the college's Job Evaluation Committee to ensure that titles and wages are consistent with the college's policies.

## **VI Amendment**

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

*Approved by the Committee on Governance: October 31, 2006*

*Approved by the Faculty Senate: December 4, 2006*

*Approved by the Nagel Institute Governing Board:*

*Received for Information by the Board of Trustees:*

*Revised by the Committee on Governance: October 9, 2009*