



## **Constitution**

Revised August 19, 2021

### **I. General**

- a. The Rafat and Zoreen Ansari Institute for Global Engagement with Religion (AI) is dedicated to studying, learning from, and collaborating with religious communities worldwide for the advancement of integral human development (IHD). The Institute was established to engage religions in the public sphere, crucial sectors of civil society, and global affairs. It also actively promotes dialogue among religious traditions while focusing on the distinctive contributions that religions make to the common good.
- b. The Ansari Institute is under the oversight of the Dean (the Dean) of the Keough School of Global Affairs (KSGA).

### **II. Direction of the Institute**

- a. The Director of the AI is appointed by the Dean, in consultation with the Provost. The term of the appointment is typically five years, unless agreed upon otherwise, with possibility of renewal. In the process leading to the appointment of a new Director, the Dean appoints a search committee of five members, at least two of whom are chosen by the Dean from among the Fellows of the AI.
- b. The Director submits an annual self-evaluation to the Dean. The Dean annually reviews and discusses this statement with the Director. In the penultimate year of the term of the Director's appointment, the Dean appoints a review committee to conduct a comprehensive evaluation of the Director. 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 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.
- c. The Director of the AI reports to the Dean of the KSGA.
- d. The Director, in consultation with the Dean's Office, has responsibility for the creation and execution of the budget, staff appointments, and other administrative matters. The Director represents the Institute and its interests at official University functions and directs the fundraising activities of the Institute.
- e. The Director has responsibility for the academic and public outreach programs of the AI.
- f. The Director, in consultation with the appropriate members of the Dean's Office, is responsible for overseeing the contributions of the AI to the curricular programs of the Keough School.
- g. The Director may appoint an Academic Advisor from among qualified staff, faculty whose primary home is AI, or AI faculty fellows to oversee undergraduate and graduate programs run through AI.
- h. In the absence of a Director, the Dean may appoint an Executive Director to perform the duties of the Director on an interim basis.

### **III. Faculty Fellows, Visiting Fellows, Affiliates, and Postdoctoral Fellows**

- a. Faculty Fellows of the Ansari Institute are members of the regular faculty at Notre Dame whose academic work is deemed relevant to the activities and priorities of the Institute.

- b. Fellows are nominated by the Director or other Fellows. Once nominated, prospective Fellows submit a curriculum vitae and a letter to the Director in which they outline the relevance of their work to the goals of the Institute. Prospective Fellows are approved by the Faculty Committee by simple majority. 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.
- c. The privileges that Fellows enjoy are participation in a community of like-minded scholars, use of Ansari's platform to promote their work, ability to organize programs in areas of their interest, and eligibility in joining the Faculty Committee to help shape Ansari's future direction.
- d. Fellows may initiate proposals for Institute activities, including inviting guest speakers, organizing conferences or symposia, applying for grants, or suggesting other programs/events.
- e. Fellows may also help in advising students, integrating them into the Institute's programs, or in directing reading groups on special topics.
- f. Fellows are expected to serve as ambassadors of the Institute and may be requested to represent the Institute at special fora.
- g. Meetings of the Fellows of the Institute will be convened by the Director, typically once per semester. Staff and nonregular faculty appointed to the Institute may be invited to meetings as nonvoting members at the discretion of the Director.
- h. Fellows may be appointed to serve on committees to support the activities of the Institute.
- i. The length of an Ansari Institute Faculty Fellow appointment is typically three years, renewable. The appointment may be for a shorter period if the faculty member's primary appointment contract ends sooner.

#### IV. **The Faculty Committee**

- a. The Faculty Committee (FC) is the primary advisory body of the AI. The FC advises the Director on programming, faculty outreach, and Institute visibility within the University. The FC also represents the interests of the Institute's Fellows. The FC advises the Director on the Institute's budgetary priorities and suggests programs that meet the needs of faculty and students.
- b. The Faculty Committee consists of the Director of the Institute and three or more members of the University regular faculty who are elected from among the Faculty Fellows or who are appointed by the Director in consultation with the Dean. Staff and nonregular faculty appointed to the Institute may be invited to meetings as nonvoting members at the discretion of the Director.
- c. In the event of an election, Fellows are nominated (self, other fellows, or the Director). Nominees are then added to a ballot and voted on by all active Fellows. The top vote recipients are elected as committee members. In the event of a vacancy, the Director shall appoint a replacement for the remainder of the term.
- d. A term on the Faculty Committee is limited to two years, renewable.
- e. All regular faculty whose primary home is the AI will be voting *ex officio* members of the FC. AI Faculty Committee non-voting *ex officio* members include the Dean, Associate Deans, and Assistant Deans of the Keough School of Global Affairs.
- f. The Faculty Committee typically meets once each semester.
- g. The Director serves as a member of the Faculty Committee and chairs the meetings.
- h. The Director may establish other ad hoc or standing committees as needed for the administration of the Institute.

**V. MGA Students**

- a. The AI typically sponsors one student in the Master of Global Affairs program per class. The sponsored student will be encouraged to participate in the Institute's academic life and contribute to its programs.

**VI. The Advisory Board**

- a. The Advisory Board (AB) of the AI will consist of distinguished business, civic, and academic leaders committed to helping guide and position the AI among the world leaders in the engaged study of religion working in partnership with religious communities.
- b. AB members serve as advisors of AI, soliciting and contributing resources for its success. They also serve as ambassadors for AI, KSGA, and Notre Dame.
- c. The AB is expected to convene twice annually with the Ansari leadership team to discuss the strategic vision of the Institute, as well as its new and ongoing initiatives.
- d. Advisory Board members are invited to join the Board by the Director, in consultation with the Dean. Appointment is subsequently made by the Dean of the KSGA. Board members are appointed for three years with the possibility of renewal.
- e. The Director appoints a chair of the AB. The chair is appointed for three years with the possibility of renewal.
- f. The AB may include one member selected from among Notre Dame alumni, graduated no earlier than six years prior to appointment. Such members serve a non-renewable three-year term.
- g. Alumni who have served a non-renewable term may be re-appointed to a non-alumni vacancy on the AB.

**VII. Amendments**

- a. Amendments to this constitution will be proposed by the Director, in consultation with the Faculty Committee and the Fellows of the AI, and approved by the Dean.