Guidelines for Institutes of Advanced Study

Overview

As a Liberal Arts University, Colgate enjoys the intimacy of a liberal arts community and the intellectual vitality and research ambition of a university. Accordingly, a key element of the Strategic Plan is the establishment of Institutes of Advanced Study. Their aim is foster faculty research and creative activity. This will enhance teaching and join faculty and students in focused, sustained intellectual projects. The work of the Institutes will enhance the reputation of the University as a center of research activity by making contributions to major fields of study.

Institutes are inherently collaborative and, ideally, cross-disciplinary and integrative. Institutes will be grounded in faculty expertise and interest in topics that the University endorses as priorities for resources. While developing new avenues of research and connections between disciplines, institutes are expected to also contribute to existing programs. Activities of institutes might include holding research seminars and conferences for faculty and, when appropriate students, sponsoring post-doctoral and undergraduate student scholars, and publishing scholarly material such as conference proceedings. Institutes will not offer a curriculum but, when appropriate, participants might develop courses that satisfy electives within established programs.

Process and Organization

Organization: In addition to a faculty Director, when resources are available and responsibilities warrant additional staff, Institutes may have a project manager and/or part-time support staff and will be governed by an internal executive committee (chaired by the faculty director and including faculty and administrators) that reports to the Dean of the Faculty. In addition, the Institute will have an external advisory board of an appropriate size. Senior faculty members from other institutions may also be affiliated with Colgate’s Institutes.

Proposals: Formal proposals for Institutes will be solicited by the Dean of the Faculty and the President. Proposals will include a list of participating faculty members, and a draft charter and mission statement that explain how the institute will operate and the scope and nature of its activities. Institutes will be approved by the President and Dean of the Faculty in consultation with the Dean’s Advisory Committee (DAC) and with guidance from external experts.

Faculty Director: The Director will be appointed by the President with advice from the Dean of Faculty. The Director will be a faculty member with research interests related to those of the Institute and an active participant in the Institute’s activities. Directors will be tenured faculty members and will normally serve for one three-year term so that the focus and direction of the Institute is continually enhanced by new ideas and leadership. Duties of the director include pursuing grants for the Institute, facilitating individual and collaborative grant writing in support of faculty research (especially junior
faculty), participating in fundraising in direct collaboration with the University Relations division, involving students in the Institute’s activities, producing the Institute’s annual report, and communicating with external audiences.

Assessment: Institutes will be reviewed through the Director’s annual reports to the Dean of the Faculty and the President. A comprehensive evaluation, with input from both the internal and external advisory boards, will be held during the third year of an Institute’s operation and in every third year subsequently. Assessment will be based on the Institute’s effectiveness in increasing faculty and student research opportunities and scholarly output, supporting its activities through external funding, broadening the collaborative work among faculty, and enhancing Colgate’s academic reputation.

Funding: Institutes will be funded, in part, through an annual operating budget, with the expectation that external funding will be sought from government, foundation, and philanthropic sources. The initial start-up package for an Institute will be appropriate to the activities of the institute and may include funds for the project manager, part-time support staff, one or more post-doctoral scholars, physical space, administrative course release time for the Director or institute participants (maximally, a total of four course releases over three years), operating costs, and research activities (conferences, faculty workshops, publications, etc.). However, it is expected that, over time, external funding will cover these and additional expenses (research funding for faculty and students, additional course releases, etc.). Institutes will be subject to University accounting policies and procedures.