

GOVERNANCE DOCUMENT
OF THE
CENTER FOR DIGITAL RESEARCH IN THE HUMANITIES
UNIVERSITY OF NEBRASKA-LINCOLN
updated November 2021

ARTICLE I: NAME

The name of this organization shall be the Center for Digital Research in the Humanities (CDRH).

ARTICLE II: AFFILIATION

The Center is administratively responsible to the Dean of the University Libraries and to the Dean of Arts and Sciences at the University of Nebraska-Lincoln. The Center for Digital Research in the Humanities serves the humanities across the entire University of Nebraska-Lincoln.

ARTICLE III: PURPOSE

The purpose of the Center is to advance collaborative, interdisciplinary research in the humanities. Research may involve creating unique digital content in the humanities; developing tools or reference materials that aid in scholarly discovery; engaging in criticism and theory that reflects on digital humanities practice; and using other technologies that help in studying humanities research questions. The Center shall encourage the use and refinement of international standards for digitization.

ARTICLE IV: MEMBERSHIP

Section 1. CDRH Fellows. CDRH Fellows shall include UNL faculty and managerial/professional staff whose main focus of scholarship in the disciplines is related to digital humanities or is expressed through digital means. Fellows are expected to engage in innovative digital scholarship, explore research questions that engage technologies, and conduct original, substantive scholarship that will attract grant funding and/or recognition for the University and the Center. Fellows are elected by a majority of the existing Fellows and will hold the position for 5 years (renewable).

- a. Responsibilities. CDRH Fellows are expected to support the work of the CDRH through consistent attendance at meetings and through service activities such as committee membership and leadership. Fellows are also expected to present to international, national, state, and/or local groups on digital humanities; serve on committees for professional digital humanities associations when appropriate; and

provide advisory service to on-campus and off-campus groups or programs. Fellows will be expected to support student learning opportunities in digital humanities and may contribute to the DH Undergraduate Minor curriculum and/or the DH Graduate Certificate program. Fellows will also be expected to present their work periodically to Center members and maintain an active research agenda and/or active teaching agenda in digital humanities.

Fellows will participate in the governance of and strategic vision for the Center by advising the Co-Directors and acting to advance the Center's mission through their respective departments. Fellows have the opportunity to request resources through the Center to fund activities that support and contribute to the intellectual life and visibility of the CDRH. Center facilities will be made available for use by Fellows, and Center Directors may provide Fellows with staff support on a negotiated basis. Fellows can arrange for consultations with Center Co-Directors or staff about grant- and budget-writing support, as resources allow. Fellows will be listed on the CDRH website and will have the opportunity to share in the intellectual life of the Center, nominate and vote on new Fellows, and vote on the renewal of Fellows.

b. Governance. In addition to the responsibilities outlined above, CDRH Fellows also bear a responsibility for self-governance. A Chair of the CDRH Fellows will be elected by the Fellows once every two years and will serve for no more than two consecutive terms. The Chair has the responsibility for convening an annual meeting of the Fellows as well as additional meetings as needed. The Chair of the CDRH Fellows is also responsible for coordinating the functions (e.g., Fellows nominations and voting, committee membership) of the Fellows and will serve as the Center Fellows representative to the Center Directors.

c: Procedures. Prospective CDRH Fellows may either submit an application directly to the Chair of the Fellows for consideration by the existing Fellows or be nominated by an existing Fellow. Applications should include a current CV and a 2-page statement of interest. The process for CDRH Fellow renewal is the same. All applications and nominations will be considered and voted on by existing Fellows, the Directors, and Associate Director on a regularly announced schedule. The quality and consistency of engagement with digital humanities research, teaching, and service will be the primary considerations in the evaluation of applications and nominations.

Section 2. Staff. CDRH staff are hired at the discretion of the Center Directors, or if funds beyond their control are required, by the Dean(s). Staff support existing Center projects and develop new Center projects, research and implement relevant standards and technologies, consult and advise staff and faculty associated with specific projects, manage Center student work and time commitments, and work closely with CDRH Fellows and Directors to aid in the development of the CDRH.

ARTICLE V: AFFILIATES

Section 1. Affiliates. CDRH Affiliates shall include faculty and staff members who 1) have significant involvement with a CDRH-maintained digital project; or 2) have an interest in the intersection of digital methods with humanities disciplines; or 3) hold an administrative appointment that involves work with the CDRH, either on specific projects or in an advisory capacity. Affiliates are encouraged to attend CDRH functions, but are not required to attend meetings, participate in committees or CDRH governance, or share in the other responsibilities of CDRH Fellows. Affiliates may be self-nominated or nominated by CDRH Directors, Fellows, and Staff. Nominations should be made to the Associate Director(s), and Affiliate status will be determined by a vote of the Directors, Fellows, and Staff. Affiliates interested in expanding their involvement with the CDRH are eligible to become CDRH Fellows upon completing the process described in Article IV, Section 1c.

ARTICLE VI: DIRECTORS

Section 1. Appointments shall be made by the Dean of UNL Libraries and the Dean of Arts & Sciences in consultation with CDRH members as follows: one director will be appointed from the UNL Libraries and the other from the College of Arts and Sciences. Appointments will be consistent with University bylaws.

Appointment procedures for all CDRH Directors will be consistent with the bylaws, processes, and practices of the College of Arts and Sciences and the University Libraries.

Section 2. Responsibilities. As chief administrative officers of the Center, the Directors shall have the following responsibilities:

- a. Prepare annual or other reports for the Deans as required.
- b. Administer budgets.
- c. Assist the Dean of UNL Libraries and the Dean of Arts & Sciences and the University of Nebraska Foundation in fundraising for the Center.
- d. Provide overall coordination for the various programs, staff, and space under the purview of the Center.
- e. Encourage CDRH Fellows to undertake research or teaching consistent with the purposes of the Center. Consult with CDRH Fellows on funding opportunities.
- f. Lead CDRH Fellows in strategic planning at annual retreats.
- g. Select staff and evaluate their performance.
- h. Provide as requested input on faculty evaluations for merit performance, reappointment, tenure and promotion.
- i. Report on the activities of the Center to the Dean of UNL Libraries and the Dean of Arts and Sciences.
- j. Attend Arts & Sciences Chairs & Directors meetings.

- k. Assume, upon consultation with the Deans, other responsibilities as are consistent with the purposes of the Center.
- l. Convene and chair Center meetings.
- m. Periodically advise CDRH members about Center developments in a timely and transparent fashion.

Section 3. Associate Director(s). The Associate Director(s) of the Center shall be appointed by the Co-Directors upon consultation with the Center Fellows. The Associate Director(s) shall serve a continuous three-year term, renewable upon reappointment by the Co-Directors in consultation with the Center Fellows. The Associate Director(s) shall be actively engaged in the work of the Center and have the following duties and responsibilities:

- a. Serve as the acting Director(s) when the Director(s) are unavailable.
- b. Convene and chair the meetings of the Project Committee.
- c. Serve in other roles as assigned by the Co-Directors.
- d. Collect nominations for Center Affiliates and bring to members; maintain communication with Affiliates.

ARTICLE VII: ADVISORY BOARD

Section 1. Establishment. The Center Co-Directors in consultation with the Fellows may establish an Advisory Board.

Section 2. Composition. The Advisory Board comprises five individuals from external institutions, who serve in a consultative role to help the Center advance its mission. Advisory Board members should be in positions comparable to the level of director or associate director of a digital humanities or digital scholarship center or in a similar leadership position for a relevant center, program, project, initiative, or other organization. Advisory Board members will be determined by the Directors in consultation with the CDRH Fellows and Center Staff. Advisory Board members serve terms of three years each, with the potential for successive terms upon agreement of the Directors in consultation with the CDRH Fellows.

Section 3. Responsibilities. The Advisory Board provides advice to the Directors and/or Associate Director (at the request of the Directors) regarding strategic directions, potential collaborations and exchanges, trends, and other related matters.

ARTICLE VIII: MEETINGS

Section 1. Center meetings. CDRH Directors and Members shall meet at least four times during the academic year. A quorum shall be at least half of the Members. Members may participate remotely. A representative of the Digital Humanities Student Association may participate in all Center meetings ex-officio. Meetings shall be scheduled by the Directors at the beginning of each term. Members of CDRH may propose in writing to the

Directors items for the agenda of Center meetings up to one week before the scheduled meeting.

The Directors shall distribute to the members the agenda for Center meetings at least one week in advance of the scheduled meeting. Special meetings of the members may be called by the Directors as needed.

Section 2. Other meetings. CDRH Staff and committees may meet at other times as needed to conduct the work of the Center.

ARTICLE IX: COMMITTEES

Section 1. Standing Committees. There shall be the following standing committees: Projects Committee, Community Engagement Committee, and the Nebraska Forum on Digital Humanities Committee. With the exception of the Nebraska Forum on Digital Humanities Committee, which is a one-year appointment, all committee appointments are for two-year terms; Nebraska Forum on Digital Humanities Committee members serve one-year terms.

Section 2. Ad Hoc Committees. Ad Hoc Committees shall be established as deemed necessary by the Directors, CDRH Fellows, and Center Staff.

Section 3. Composition and Responsibilities of Committees.

- a. Projects Committee.
 - i. Composition. The Projects Committee will be comprised of the Directors, Associate Director, DH Program Coordinator (ex officio) three CDRH Fellows, and one or more members of the Center Staff. With the exception of the Directors and Associate Director, who will each have a continuous appointment, all members will serve two-year terms. CDRH Fellows will be appointed by a vote of the Fellows, with the Staff member appointed by the Directors in consultation with the Staff. Reappointment of members other than Directors and Associate Director is possible in the future following a hiatus of one year.
 - ii. Responsibilities. The Projects Committee will be responsible for developing and maintaining documentation developing criteria for Center projects and the processes by which projects become Center projects. This group will discuss proposed new projects, recommend projects for Center adoption, and recommend projects for archiving. The committee will evaluate new projects on scholarly content, technical strength, and alignment with Center values. Additional Center Staff will be consulted as needed to help evaluate metadata, server maintenance, and other technical issues. This group will meet at least 4 times a year.
- b. Community Engagement Committee. The Community Engagement Committee will plan and execute outreach activities, which may include (but are not limited to): community outreach through events and workshops, and

promotion of CDRH activities through social media engagement. The Community Engagement Committee is appointed by the Co-Directors and may include students or affiliates as appropriate. Committee members may serve successive terms.

- c. Nebraska Forum on Digital Humanities Committee. The Nebraska Forum on Digital Humanities Committee shall plan a symposium and demonstration event on a topic they will propose to the Directors, Fellows, and Staff. Planning and implementation must be conducted within the budget provided. Based on the topic, members of the committee shall recommend scholars to serve as participants in the Forum and plan the event in consultation with the Directors and Center Staff. The primary purpose of the Forum is to showcase early career scholarship. The Nebraska Forum on Digital Humanities Committee is appointed by the Co-Directors and may include students or affiliates as appropriate. Committee members may serve successive terms.

ARTICLE X: PROGRAMS

The Center, through its Directors, shall create offices and programs as it deems necessary to accomplish its goals and purposes. Such subdivisions shall report to the Directors.

ARTICLE XI: REVISION OF THE BYLAWS

The bylaws of the Center should be sent to CDRH members for review at least every five years and may be changed by a vote of at least two-thirds of the members present at a regularly scheduled Center meeting.