

# DH@MSU Bylaws

This document outlines the rights, responsibilities, and procedures by which faculty and students participate in the academic governance of Digital Humanities at Michigan State University (DH@MSU). If specifications or omissions place these Bylaws in conflict, in any manner, with College or University policies, as enacted in their Bylaws, the latter will take precedence. Questions about conduct of business shall be referred to these Bylaws or to the revised Robert's Rules of Order as necessary.

## 1. Function & Objectives

DH@MSU is both a research center and a program, based in the College of Arts and Letters but working across the colleges and units of the university.

### 1.1. Participating Units.

DH@MSU brings together the many programs, centers, labs, and other units working on digital humanities related projects and curricula. These units include but may not be limited to Digital Humanities within the College of Arts & Letters (CAL-DH), which houses an undergraduate minor and a graduate certificate program; the Critical Diversity in a Digital Age initiative (CEDAR); MATRIX; the Lab for the Education and Advancement in Digital Research (LEADR); Writing, Information, and Digital Experience (WIDE); H-NET; the Digital Publishing Lab (DPL); the Cultural Heritage Informatics program (CHI); the Digital Heritage and Literary Cognition lab (DHLC); the Digital Scholarship Lab; the Museums; the Libraries; and programs and departments across the College of Arts and Letters, the College of Social Sciences, the College of Communication Arts and Sciences, the College of Education, Lyman Briggs College, and the Residential College in the Arts and Humanities. These units retain their distinctive and independent governance structures and documents and come together voluntarily as DH@MSU.

### 1.2. People.

DH@MSU also represents the faculty, staff, and students who comprise its membership as articulated in section 2.

### 1.3. Goals.

DH@MSU brings the participating units together in order to build on their diverse strengths, to facilitate collaborations among them, and to support their independent and shared projects, seeking collectively to increase recognition of DH@MSU as a national and international leader in advanced, innovative research and scholarship.

## 2. Membership & Participation.

The membership of DH@MSU is composed of Core Faculty, Affiliated Faculty, and Student Members.

### 2.1. Core Faculty.

- 2.1.1. The Core Faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, librarian, specialist, or staff at MSU who have formal assignments or academic appointments in Digital Humanities. These faculty members are, as a matter of course, program faculty, and their relations with DH@MSU are governed by Memoranda of Understanding with their home departments or units.
- 2.1.2. The Core Faculty shall also include other persons holding the above listed ranks, who maintain a research and/or teaching focus in the area of Digital Humanities, who participate in DH@MSU activities, and who request affiliation with DH@MSU as articulated in 2.1.4.
- 2.1.3. Persons whose positions at MSU fall outside the above listed ranks but who are actively involved in DH@MSU projects and activities may be added to the Core Faculty via the application process in 2.1.4.
- 2.1.4. Application for Core Faculty Status.
  - 2.1.4.1. In consultation with the Core Faculty, the Director will solicit application letters from faculty and other eligible members of the MSU community to join the Core Faculty of DH@MSU.
  - 2.1.4.2. The Advisory Committee will review the applications and vote on the applicants' eligibility for Core Faculty status, as defined by these Bylaws.
  - 2.1.4.3. Applicants will be informed by email and by a formal letter of their relationship to DH@MSU.
  - 2.1.4.4. Core Faculty status may be reviewed as requested by the faculty member or the Advisory Committee.
- 2.1.5. Rights and Duties of the Core Faculty.
  - 2.1.5.1. The Core Faculty support the activities of DH@MSU and assist in developing and implementing its programs and projects. To facilitate these services, the resources of DH@MSU shall be put at the disposal of the Core Faculty.
  - 2.1.5.2. Core Faculty members with instructional roles in the university are eligible to teach core courses in the CAL DH program.
  - 2.1.5.3. Core Faculty members are expected to serve regularly on committees for and to participate in the business and activities of DH@MSU.
  - 2.1.5.4. Each Core Faculty member shall have a vote in the deliberations of the membership meetings.

## 2.2. Affiliated Faculty.

2.2.1. The Affiliated Faculty shall consist of persons holding the rank of professor, associate professor, assistant professor, instructor, librarian, specialist, or staff at MSU who have a professional interest in the objectives of DH@MSU, but who either do not qualify under 2.1.1 above or do not choose to become Core Faculty members.

2.2.2. Persons whose positions at MSU fall outside the above listed ranks but who are actively involved in DH@MSU projects and activities may be added to the Affiliated Faculty via the application process in 2.2.3.

### 2.2.3. Application for Affiliated Faculty Status.

2.2.3.1. In consultation with the Core Faculty, the Director will solicit application letters from faculty and other eligible members of the MSU community to join the Affiliated Faculty of DH@MSU.

2.2.3.2. The Advisory Committee will review the applications and vote on the applicants' eligibility for Affiliated Faculty status, as defined by these Bylaws.

2.2.3.3. Applicants will be informed by email and by a formal letter of their relationship to DH@MSU.

2.2.3.4. Eligible applicants who are admitted to the Affiliated Faculty may apply for Core Faculty status in subsequent years.

2.2.3.5. Affiliated Faculty status may be reviewed as requested by the faculty member or the Advisory Committee.

### 2.2.4. Rights and Duties of the Affiliated Faculty.

2.2.4.1. The Affiliated Faculty support the activities of DH@MSU and assist in developing and implementing its programs and projects.

2.2.4.2. The Affiliated Faculty may participate by teaching approved affiliated courses, collaborating on co-curricular activities, serving on subcommittees, and sitting as ex-officio members of standing committees.

2.2.4.3. Affiliated Faculty members may attend all DH@MSU membership meetings and participate fully in consultation and discussion but have no voting rights on DH@MSU governance and administrative issues.

## 2.3. Student Members.

2.3.1. The student membership shall consist of any student at MSU who is enrolled in any major, minor, or certificate program affiliated with DH@MSU, and any student who declares an interest in the study of the digital humanities by requesting membership.

2.3.2. Student members shall be able to participate in all DH@MSU-sponsored activities, including seminars and meetings, and shall be eligible to serve on standing and/or ad hoc committees.

2.3.3. Student members may attend all DH@MSU membership meetings and participate fully in consultation and discussion but have no voting rights on

DH@MSU governance and administrative issues, except as elected Student Representatives to committees (see 2.3.4).

2.3.4. Student Representatives.

- 2.3.4.1. One undergraduate and one graduate student may be elected by and from among the DH@MSU Student Members to serve on each DH@MSU standing committee (see 3.4). Graduate Student Representatives shall be elected by Graduate Student Members, and Undergraduate Student Representatives shall be elected by Undergraduate Student Members.
- 2.3.4.2. Student Representatives will be granted full voting rights in those committees, except on matters excluded by the University and College Bylaws.
- 2.3.4.3. Student Representatives will be elected for a one-year term. No student may serve more than two consecutive terms on a committee.

### 3. Organization and Governance.

#### 3.1. Structure.

DH@MSU is organized for academic governance through the following officers and bodies: a Director, Assistant and/or Associate Directors, the DH@MSU Advisory Committee, three standing committees (Curriculum, Research, and Engagement/Outreach), the Core Faculty duly assembled in Core Faculty meetings, and the full membership as defined in section 2 duly assembled in membership meetings.

#### 3.2. The Director.

##### 3.2.1. Purpose.

The Director shall be the administrative head of DH@MSU in accordance with current University Bylaws.

##### 3.2.2. Level and Reporting.

The Director shall be a tenured faculty member of MSU, selected in accordance with the Bylaws of the College of Arts and Letters and the University. The Director shall report to the Dean of the College of Arts and Letters.

##### 3.2.3. Responsibilities.

The Director shall

- 3.2.3.1. Provide administrative support to the program.
- 3.2.3.2. Organize and oversee DH@MSU functions under the advice of the Advisory Committee and other standing and ad-hoc committees.
- 3.2.3.3. Lead long-range planning for DH@MSU to achieve instructional, research, and service goals.

- 3.2.3.4. Serve as administrative liaison between DH@MSU and the colleges, departments, units, and other programs of the University.
- 3.2.3.5. Prepare annual budget requests and supervise budget expenditures according to MSU business policies and practices.
- 3.2.3.6. Contribute to the annual departmental review and promotion review of Core Faculty members, in accordance with their Memoranda of Understanding.
- 3.2.3.7. Build DH@MSU and its programs through recruitment of students, development of research projects, cultivation of an environment of intellectual exchange among its members and with the broader public.
- 3.2.3.8. Organize regular meetings of the Core Faculty, at least once per semester. (See 3.5.)
- 3.2.3.9. Organize regular meetings of the full membership, at least once per year. (See 3.6.)

#### 3.2.4. Review.

The Director shall be subject to regular review at intervals not to exceed five years. The Dean of the College of Arts and Letters, in consultation with the Advisory Committee, shall establish procedures for the review. The review committee shall include members of the DH@MSU Advisory Committee and the Core Faculty.

#### 3.2.5. Reappointment.

There is no limit, other than the limits imposed by University rules, on the number of times an individual may be continued in the position of Director.

#### 3.2.6. Selection.

When a new Director must be chosen, the selection shall take place in accordance with the Bylaws of the College of Arts and Letters and the University. Any Search or Selection Committee appointed by the Dean of the College shall include members from the Advisory Committee, the Core Faculty, and the Student Representatives.

### 3.3. Assistant and/or Associate Director(s).

#### 3.3.1. Selection.

Assistant and/or Associate Director(s) may be appointed by the Director from among the Core Faculty in consultation with the Advisory Committee.

#### 3.3.2. Duties.

The Assistant/Associate Director(s) shall serve *ex officio* on DH@MSU committees. The other responsibilities and duties of the Assistant/Associate Director(s) shall be determined by agreement between the Director and each Assistant/Associate Director.

### 3.4. Committees.

#### 3.4.1. General Provisions.

- 3.4.1.1. No Core Faculty member shall normally serve on more than two (2) committees at a time. Exceptions may be granted by the Director.
- 3.4.1.2. Nominations and elections for committees will be held at the end of each academic year.
- 3.4.1.3. Committees shall generally operate on an academic year basis, with committee years beginning August 15 and committee member terms as described below.

#### 3.4.2. Advisory Committee.

The DH@MSU Advisory Committee is the major channel for advising the Director and Assistant/Associate Director(s) on all matters of DH@MSU policy, program, and personnel; on any matter which the Core Faculty, through its meetings, entrusts to it; on any matter on which the Director seeks advice; and on any other matter of importance.

##### 3.4.2.1. Composition.

The voting members of the DH@MSU Advisory Committee shall consist of eight Core Faculty members and one graduate and one undergraduate Student Representative (see 2.3.3.1). The Director serves *ex-officio* as Chairperson and the Associate/Assistant Director(s) serve *ex-officio* on the committee but do not vote except in the event of a tie. The eight Core Faculty members shall represent as broadly as possible the DH@MSU Participating Units, with the recognition that complete representation is not possible.

##### 3.4.2.2. Election & Terms.

- 3.4.2.2.1. Members of the Advisory Committee shall be nominated and elected by the Core Faculty from among their ranks at the end of each academic year.
- 3.4.2.2.2. Members of the Advisory Committee shall serve staggered two-year terms. Members shall be eligible for a maximum of two consecutive terms.
- 3.4.2.2.3. Nominations and self-nominations shall be made from among Core Faculty members.
- 3.4.2.2.4. Care will be taken to seek broadly inclusive nominations and elections, with preference given to units that do not have continuing representation on the Advisory Committee for the following academic year.
- 3.4.2.2.5. Student Representatives shall serve terms as described in section 2.3.4.

#### 3.4.2.3. Responsibilities.

- 3.4.2.3.1. The Advisory Committee shall meet as necessary, but not less than once per semester.
- 3.4.2.3.2. The Advisory Committee shall deliberate upon and make recommendations concerning general program-related issues and questions, including but not limited to budget, faculty, committees, and projects, except on matters as excluded by the University and College Bylaws.
- 3.4.2.3.3. Minutes of the Advisory Committee meetings shall be archived and made available.
- 3.4.2.3.4. The Director shall have the power to ask elected members who do not attend meetings to resign.

#### 3.4.3. Curriculum Committee.

The Curriculum Committee is tasked with oversight of the CAL-DH undergraduate minor and graduate certificate programs.

##### 3.4.3.1. Composition.

The voting members of the Curriculum Committee shall consist of six Core Faculty members and one graduate and one undergraduate Student Representative (see 2.3.3.1). The Director and/or Associate/Assistant Director(s) serve *ex-officio* on the committee but do not vote except in the event of a tie. The six Core Faculty members shall represent as broadly as possible the instructionally-focused dDH@MSU Participating Units, with the recognition that complete representation is not possible.

##### 3.4.3.2. Election & Terms.

- 3.4.3.2.1. Members of the Curriculum Committee shall be nominated and elected by the Core Faculty from among their ranks at the end of each academic year. Core Faculty members who are teaching required courses in the DH academic programs will be encouraged to self-nominate.
- 3.4.3.2.2. Members of the Curriculum Committee shall serve staggered two-year terms. Members shall be eligible for a maximum of two consecutive terms.
- 3.4.3.2.3. Care will be taken to seek broadly inclusive nominations, with preference given to units that do not have continuing representation on the Curriculum Committee for the following academic year.
- 3.4.3.2.4. In a case where more than one nominee from the same unit is chosen, the person with the highest number of votes shall be elected.

3.4.3.2.5. Student Representatives will be elected and serve terms as described in section 2.3.4.

3.4.3.3. Responsibilities.

3.4.3.3.1. The Curriculum Committee shall meet as necessary, but not less than once per semester.

3.4.3.3.2. The Curriculum Committee shall each year select one of its members to serve as Chairperson.

3.4.3.3.3. The Curriculum Committee shall deliberate upon and make recommendations concerning curriculum development, course scheduling, and general course parameters.

3.4.3.3.4. The Curriculum Committee shall periodically review syllabi of Core Courses and make recommendations for their alignment with program objectives.

3.4.3.3.5. The Curriculum Committee shall review the suitability of Affiliated Courses to fulfill program objectives.

3.4.3.3.6. The Curriculum Committee shall review and select applications for scholarships awarded through the program, including that for study abroad.

3.4.3.3.7. The Curriculum Committee shall review and approve the records of all graduate certificate candidates and communicate the results to the Registrar.

3.4.3.3.8. The Curriculum Committee shall consult with all Core Faculty members on significant curriculum issues.

3.4.4. Research Committee.

The Research Committee exists to support the research interests of DH@MSU collectively, as well as the interests of the Participating Units and Members individually.

3.4.4.1. Composition.

The Research Committee shall be composed of four members of the Core Faculty and one graduate and one undergraduate Student Representative (see 2.3.3.1). The Director and/or Associate/Assistant Director(s) serve *ex-officio* on the committee but do not vote except in the event of a tie.

3.4.4.2. Election & Terms.

3.4.4.2.1. Members of the Research Committee shall be nominated and elected by the Core Faculty from among their ranks at the end of each academic year. Core Faculty members who are teaching required courses in the DH academic programs will be encouraged to self-nominate.

3.4.4.2.2. Members of the Research Committee shall serve staggered two-year terms. Members shall be eligible for a maximum of two consecutive terms.

3.4.4.2.3. Care will be taken to seek broadly inclusive nominations, with preference given to units that do not have continuing representation on the Research Committee for the following academic year.

3.4.4.2.4. In a case where more than one nominee from the same unit is chosen, the person with the highest number of votes shall be elected.

3.4.4.2.5. Student Representatives will be elected and serve terms as described in section 2.3.4.

3.4.4.3. Responsibilities.

3.4.4.3.1. The Research Committee shall meet as necessary, but not less than once per academic year.

3.4.4.3.2. The Research Committee shall each year select one of its members to serve as Chairperson.

3.4.4.3.3. The Research Committee shall deliberate upon and make recommendations concerning requests for conference travel funding and other research support by members.

3.4.5. Engagement & Outreach Committee.

The Engagement & Outreach Committee shall support the Director of DH@MSU in planning and hosting public events as well as other forms of public outreach on behalf of the program.

3.4.5.1. Composition.

The Engagement & Outreach Committee shall be composed of four members of the Core Faculty and one graduate and one undergraduate Student Representative (see 2.3.3.1). The Director and/or Associate/Assistant Director(s) and other members of the Core Faculty whose appointments include significant involvement in event planning will serve *ex-officio* on the committee.

3.4.5.2. Selection & Terms.

Members of the Engagement & Outreach Committee will be appointed at the beginning of each academic year by the Advisory Committee. Appointed members shall be eligible for a maximum of two consecutive one-year terms.

3.4.5.3. Responsibilities.

3.4.5.3.1. The Engagement & Outreach Committee shall meet as necessary, but not less than once per semester.

3.4.5.3.2. The Engagement & Outreach Committee shall each year select one of its members to serve as Chairperson.

3.4.5.3.3. The Engagement & Outreach Committee shall be responsible for planning and publicizing all DH@MSU public events, workshops, and symposia.

- 3.4.5.3.4. The Engagement & Outreach Committee shall review and make recommendations on all requests for event co-sponsorship made by other units of the University.

3.4.6. Ad Hoc Committees.

When the need arises, the Advisory Committee and/or the Director shall create and appoint ad hoc committees. The formation of ad hoc committees will be kept to a minimum; wherever possible, issues shall be referred to a standing committee.

3.5. Core Faculty Meetings.

- 3.5.1. A formal meeting of the Core Faculty shall be held once per semester. Additional meetings of the Core Faculty may be called as needed by the Director. Agendas shall be circulated one week before the date of the meeting. Emergency meetings shall be convened by the Director as needed.
- 3.5.2. The Director shall chair the Core Faculty meetings. The agenda for the meetings will be set by the Advisory Committee.
- 3.5.3. A quorum is necessary for the conduct of official business at any meeting of the Core Faculty. A quorum shall be defined as fifty percent of the eligible Core Faculty.
- 3.5.4. Minutes of the Core Faculty meetings shall be archived and made available.

3.6. Membership Meetings.

- 3.6.1. A formal meeting of the membership shall be held annually. Additional membership meetings may be called as needed by the Director. Agendas shall be circulated one week before the date of the meeting. The Director shall chair the membership meetings.
- 3.6.2. Any member may schedule a matter for discussion at the membership meeting with the review and approval of the Advisory Committee.
- 3.6.3. Typically, no votes will be taken at membership meetings. Matters requiring a vote will be referred to the next meeting of the Core Faculty.
- 3.6.4. Minutes of the Membership meetings shall be archived and made available.

## 4. Bylaws

4.1. Initial Approval.

The DH@MSU Bylaws will become effective on approval by a majority vote of the Core Faculty and the approval of the Dean of the College of Arts and Letters.

4.2. Interpretation.

The Director, with the Advisory Committee, will be the final authority with regard to the interpretation and implementation of these Bylaws.

### 4.3. Amendment.

- 4.3.1. Amendments to these Bylaws are a shared responsibility of and require shared agreement between the Director and the Core Faculty. If shared agreement is not achieved, then final approval of changes to the Bylaws rests with the Dean of the College of Arts and Letters.
- 4.3.2. Amendments to these Bylaws may be proposed in writing to the Advisory Committee by Core Faculty members of DH@MSU. The Advisory Committee shall review proposed amendments and, where deemed necessary, call a membership meeting to discuss them.
- 4.3.3. Proposed amendments shall be voted on at a membership meeting (held in person or online) subsequent to the one at which they were introduced. Amendments to these Bylaws shall require a two-thirds majority vote of the voting members present, physically or electronically.
- 4.3.4. Upon approval by a two-thirds majority vote, the amendment becomes a part of the Bylaws.
- 4.3.5. If, in any manner, these processes are in conflict with College or University policies, as enacted in their Bylaws, the latter will take precedence.

### 4.4. Review of Bylaws.

In accordance with the provisions of the University Bylaws for Academic Governance, the Core Faculty will review the Bylaws at regular intervals not to exceed five years. The Advisory Committee will have the responsibility of ensuring that these reviews are carried out and will have the delegated authority conferred by the Dean of the College of Arts and Letters and the Provost to establish the procedures for the review and amendment of these Bylaws.

*Approved by the DH@MSU Core Faculty May 2018 and approved by the CAL College Advisory Council October 2018. The bylaws were adjusted by a vote of the DH@MSU Core Faculty in April 2020 to rename the Events and Outreach Committee the Engagement and Outreach Committee.*