

## **Masters of Arts in Digital Humanities GOVERNANCE STRUCTURE**

### I. Organization of the MA in Digital Humanities Program

A. Director: The Master's of Arts Program in Digital Humanities has a Director responsible for overall administration and oversight of the affairs of the program in accordance with the policies established by the program faculty, the Graduate Council, and the Board of Trustees. The Director will be appointed by the President for a term of three years, which is renewable. The duties of the Director will include, but will not be limited to:

1. Presiding at meetings of the MA in Digital Humanities faculty and Executive Committee.
2. Convening meetings with the MA Digital Humanities faculty, the Executive Committee, and the Master's students.
3. Appointing faculty to the following standing committees – Admissions, Awards, Curriculum, Elections, and Faculty Membership.
4. After consultation with the Provost or President, the Director may appoint an Associate Director.

### B. Standing Committees:

1. Executive Committee
2. Admissions
3. Awards
4. Curriculum and Examinations
5. Elections
6. Faculty Membership

### II. Committees

#### A. Executive Committee

1. The Executive Committee is responsible for the operation and administration of the MA in Digital Humanities Program subject to the policies established by the program

faculty. The Executive Committee shall consider, approve, disapprove, and modify actions of the program standing committees.

2. The Executive Committee shall consist of the Director of the M.A. Program in Digital Humanities, who shall serve as chair and have voting rights, five elected faculty members, and two MA students of the Program. The five faculty members shall be elected by the Program faculty, should come from a range of disciplines and campuses, and can be re-elected. One of the five faculty seats will be reserved, pending availability and interest, for an adjunct member appointed to the program faculty. The term of the faculty members shall be identical to that of the Director.

3. Students from the MA in Digital Humanities Program shall elect two student members (and one alternate) for a one-year term, but can be re-elected. Student members shall have voice and vote.

4. Each member of the Executive Committee shall have one vote, except that the student members shall have voice but not vote on matters concerning academic issues regarding individual students or faculty appointments.

5. The Executive Committee shall meet at least once a semester and shall meet with faculty and students in an open meeting of the MA Digital Humanities Program at least once a year.

6. Copies of the agenda and minutes of the Executive Committee meetings shall be distributed electronically one week prior to each meeting to faculty and student members.

#### B. Admissions Committee

1. The Admissions Committee is responsible for developing student admission procedures and admission standards for the program. The committee makes student admission decisions.

2. The Admissions Committee shall consist of the Director, all active faculty members, and one or more elected student members.

3. Each member of the Admissions committee shall have voice and vote on policy decisions. Only faculty members will have voice and vote on individual student admission decisions.

#### C. Awards Committee

1. The Awards Committee is responsible for reviewing submissions for the named awards given by the Program.
2. An Awards Committee shall consist of the Director, the Deputy Director (if appointed), two faculty members appointed by the Director, and one elected (and one alternate) student member.
3. All committee members will have voice and vote on Awards Committee policy decisions. Only faculty members will have voice and vote on individual student awards.

D. Curriculum Committee

1. The Curriculum Committee is responsible for reviewing and proposing curricular recommendations to the Executive Committee.
2. The Curriculum Committee shall consist of the Director, the Deputy Director (if appointed), three faculty members appointed by the Director, and one elected (and one alternate) student member.
3. Each member of the Admissions committee shall have one vote. Student members shall have voice and vote in discussions about policy and standards pertaining to the curriculum.

E. Elections Committee

1. This committee shall have responsibility for nominations and election procedures, which shall take place in Spring. Committees with openings, will be identified by the Elections Committee. They will solicit nominations and brief bios and send out electronic ballots to the faculty or students. The results will be tabulated by the APO and Program Director.
2. The Executive Committee shall establish an Elections Committee composed of the Director, the Deputy Director (if appointed) one faculty member appointed by the Director, and one elected (and one alternate) student member.
3. The student members for all committees shall serve for one year and may be re-elected. Student members must be matriculated in the MA in Digital Humanities Program and must be making satisfactory progress to serve. The alternate for each committee shall be the runner-up in each of the elections.

4. For all committees, the student election committee members will solicit nominations and/or will self-nominate.
5. Each member of the Elections committee shall have one vote. Student members voice and vote in discussions about policy and standards pertaining to the elections.

F. Faculty Membership Committee

1. The Faculty Membership Committee has the responsibility for nominating members to the program's faculty with a view toward including faculty newly appointed at the colleges; to maintain a roster of potential MA faculty appointments; to record annually the status of those faculty members currently designated; to review all other actions taken in regard to membership on the MA program faculty.
2. The Faculty Membership Committee shall consist of the Director, two faculty members appointed by the Director, and one student member.
3. Students from the MA in Digital Humanities Program shall elect one student member (and one alternate).
4. Each member of the Faculty Membership committee shall have one vote, except that students shall have voice but not vote on individual faculty appointments or removal of individual faculty members.

III. Minutes

- A. Minutes of all standing committee meetings shall be taken and distributed electronically in good time to all faculty and student members, and will be maintained in the main office by the Director.

IV. Faculty Responsibilities

- A. At any meeting of the program faculty a quorum shall consist of 25 persons or 50 percent of the faculty, whichever is smaller.
- B. The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the program. At any meeting of the faculty, a quorum being present, the faculty may vote to make direct recommendations without Executive Committee approval to the appropriate committee of Graduate Council or to the administration on any matter that affects them.

V. Student Responsibilities

A. The students shall have responsibility through student representatives to the Executive Committee and the Standing Committees to make known their views on the policies of the program. All students shall be chosen by means of an election by mail, email, or other electronic means by the students in the program. Any matriculated student shall be eligible to serve. Students of the program may make direct recommendations to the appropriate committee of Graduate Council or to the administration for immediate consideration on any matter that affects them if at least 10% of the students in that program support those recommendations.

VI. Rules of Order

A. The procedures within Program committees shall be governed by the most current edition of Robert's Rules of Order, Newly Revised in cases in which they are applicable and not inconsistent with the Graduate School Governance and this governance document.

VII. Amendments to this Document

A. This governance document may be amended by the Executive Committee after an affirmative majority vote and after timely notification of the proposed changes to the program's faculty and students.

B. If at least 30 percent of the doctoral faculty or 30 percent of the matriculated students in a program sign a proposal to change the program's structure, the proposal shall be forwarded directly to the Committee on Structure of the Graduate Council for its consideration.

Approved by Digital Humanities Executive Committee on 2/7/20

Approved by Structure Committee on April 17, 2020

Approved by Graduate Council on May 6, 2020