

## **Format and Guidelines for Establishment or Revision of University Institutes/Centers**

Any proposal to establish a University institute/center must include the following information on the attached application form (use additional pages as needed).

1. Provide the desired date of implementation/revision. Institutes/centers may not operate prior to the University President notifying the Office of Academic Affairs that the proposed institute/center has been authorized according to university guidelines.
2. Provide the name of the proposed institute/center. If available, provide the name and title of the proposed director and the address, telephone number, SUNCOM number, fax number, e-mail address, and web site address for the institute/center. List the names, titles, and department/college of proposed Faculty associates.
3. Indicate which academic discipline(s), by 2-digit Classification of Instructional Program (CIP) code(s), will be most closely affiliated with the institute/center.
4. Provide a brief statement of the mission and goals of university center, indicating how these contribute to excellence, focus, relevance and accountability at UNF.
5. Identify key terms/phrases that indicate the major areas of focus for the institute/center. These terms will be used as identifiers in a searchable database. Provide a brief outline of a 3-year activity plan for the university center, including a plan for student participation.
6. Provide estimated expenditures and proposed/existing sources of income for new/revised institute/center including a narrative explanation of how sources of income will be committed/acquired (list pending grant proposals, approved faculty release time, Foundation resources, etc).
7. Provide names and amount of effort of budgeted positions (Faculty, A&P, USPS) supported by and assigned to institute/center. Include budget projections for 2 years beyond the initial year of operation.
8. Provide information regarding projected space requirements (in square feet). Identify major equipment available at UNF to support the university center. List other capital equipment needs/requirements.
9. Describe the proposed administrative and organizational structure of the institute/center.
10. Provide an organizational chart that delineates the functions of all institute/center faculty and staff. Discuss the relationship of the university center with other units on campus. Provide the composition of the Advisory Committee and, where applicable, the External Advisory Board.
11. Provide programmatic and funding conditions that will be indicative of the need to disband the university center.

# University of North Florida Center/Institute Application

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The submission and signing of a proposal to initiate a University of North Florida institute/center constitutes a commitment by the University to ensure that the institute/center's activities support the stated mission and goals of the institution.

## Center/Institute Information

UNF Digital Humanities Institute  
Name of New Institute/Center

Academic Affairs  
Location of Center {Department(s)/Division(s)}

8/20/18  
Proposed Implementation Date

24.0101  
Associated Discipline (2-digit CIP)

Dr. Clayton McCarl, associate professor of Spanish and director,  
International Studies Program  
Proposed Institute Director\*

Dr. McCarl led the creation of the Digital Humanities Initiative and has served as  
interim chair since the fall of 2015.  
Qualification of Proposed Institute/ Director

*\*Signature on this application form affirms that you have read the UNF Guidelines for Establishing, Operating, Evaluating/Reviewing, and Disbanding University Research Centers and Institutes.*

## Required Approvals

President	Date
Provost/Vice President - Academic Affairs	Date
Assistant Vice President for Research	Date
Dean of College	Date
Dean of College	Date
Dean of College	Date
Dean of College	Date
Department Chair	Date
Department Chair	Date
Department Chair	Date
Department Chair	Date
Department Chair	Date

**Mission & Goals**

The Digital Humanities Initiative (DHI, <http://unfdhi.org>) seeks to promote collaboration on projects at the University of North Florida that engage faculty, staff and students in cross-disciplinary research and that combine the use of technology with materials and methodologies from the Humanities, Fine Arts and Social Sciences.

**Keywords to Describe Institute/Center Focus**

Digital Humanities, interdisciplinary scholarship, research, collaboration, student engagement, community engagement

**Proposed Budget**

<b>Sources of Income:</b>	<b>E&amp;G</b>	<b>Contracts &amp; Grants</b>	<b>Fees Collected</b>	<b>Gifts</b>
<b>TOTAL</b>				
<b>Expenditures:</b>				
Salaries				
Part Time Employment				
Expenses				
<b>TOTAL</b>				

(Proposed sources of income should equal or exceed proposed expenditures)

**Positions Funded through Center**

<b>Name</b>	<b>FTE</b>	<b>Cost *</b>
<b>TOTAL *</b>		

(total must equal salaries listed above)

**Narrative Explanation of Proposed Sources of Income**

On an ongoing basis, Academic Affairs will provide one course release per semester for the director of the DHI.

CIRT will also provide \$3,000 annually to pay a student assistant, who will report to the DHI director, but may also work directly with staff in CIRT in support of the DHI.

CIRT will also provide \$1,000 annually for programming.

The DHI will request concession money on an occasional, as-needed basis from Academic Affairs.

**Projected Second & Third Year Budgets (Total)**

## Summary of Three-Year Activity Plan

We will continue to develop our portfolio of projects; sponsor training sessions and other events; expand the scope of our annual showcase to include faculty, staff and students from other regional institutions; and increase the number of students enrolled in the minor in Digital Humanities.

## Space Required

Projected Space Required by Source	Office	Laboratory	Conference Rooms	Other
From Existing Inventory	3		1	
Rented				
New Construction				

ORSP will provide office space in 4/2800.

## Equipment: Available/Needed

CIRT will provide a laptop and a desktop computer, for use by director and student assistant, as well as a printer.

ORSP plans to provide furniture for our office space.

## Administration of Institute/Center

### **Leadership Structure**

*(This is the leadership structure approved by the Advisory Committee on 3/2/17, with subsequent modifications responding to feedback from Advisory Committee members.)*

- I. **Director.** A faculty member from any academic department at UNF. A two-year term, renewable with approval of the Advisory Committee.

Responsibilities:

- A. convene meetings of the steering committee as needed, at least once a semester;
- B. convene a meeting of the advisory committee at least once a semester;
- C. oversee the functioning of the standing subcommittees;
- D. recruit members and chairs for standing subcommittees, with input from Advisory Committee
- E. ensure that academic departments and administrative units are properly represented on the Advisory Committee;
- F. oversee the DHI's finances and budgeting;
- G. ensure that the DHI complies with all reporting requirements;
- H. maintain an archive of communication related to the Initiative, including meeting agendas, minutes, and other materials; and
- I. pending election, represent UNF within the FLDH, the Florida Digital Humanities Consortium (<http://fldh.org/>) and other regional or national organizations dedicated to the Digital Humanities.

*Director:*

*2018–2019: Clayton McCarl, associate professor of Spanish; director, International Studies Program; and DHI interim chair, 2015–2018*

*2019–2021: Laura Heffernan, associate professor of English*

*2021–2023: Anne Pfister, assistant professor of Anthropology*

II. **Steering Committee.** Consists of the director, along with the faculty and co-chairs of the standing subcommittees listed below. Committee chairs and members are drawn from the DHI Advisory Committee. Responsibilities:

- A. prepare advisory committee agenda;
- B. prepare annual report of the DHI's activities; and
- C. make decisions related to the long-term direction and day-to-day operation of the DHI, with input from the Advisory Committee.

III. **Standing Subcommittees.** All subcommittees are co-chaired by the following:

- one tenured or tenure-track faculty member from any academic department, or a member of the library faculty (who are all non-tenure track); and
- a staff member from any academic department or administrative unit on campus (or a second faculty member, if that unit is the Library). Terms of service are for two years, with the faculty and staff members rotating off in alternating years. These positions are renewable at the discretion of the Advisory Committee. In the interest of continuity and stability we assume that the staff co-chair position (and in some cases the faculty co-chair position) of the following committees is essentially permanent, at the discretion of the Advisory Committee, as well as, of course, the staff member in question and the academic/administrative area providing that staff member: Communications/Social Media, Curriculum, Portfolio Management

A. **Communications/Social Media.** Responsibilities:

- i. maintain website,
- ii. administer social media accounts,
- iii. work with other standing committees to develop and distribute social media content, and
- iv. manage email communications.

*Faculty/staff co-chairs:*

*2017–2019: Margaret Stewart, assistant professor of communication; and Jess Harden, coordinator of educational media, CIRT*

*2019–2021: Maria Atilano, marketing and student outreach librarian, Thomas G. Carpenter Library; and Jess Harden, coordinator of educational media, CIRT*

*Webmaster (a non–rotating position that implies permanent membership on this committee):*

*2017–2021: Andy Rush, course media developer, CIRT*

**B. Curriculum.** Responsibilities:

- i. oversee management of DH minor, including publication and distribution of course list for each semester,
- ii. promote creation of new DH courses,
- iii. maintain and periodically update minor program of study, and
- iv. manage ongoing conversations around possible creation of a DH major.

*Faculty/staff co–chairs:*

*2017–2019: Laura Heffernan, associate professor of English (with Jenni Liberman, assistant professor of English, covering in Spring 2018); and Katie Sarria, academic advisor, ACE*

*2019–2021 faculty/staff co–chairs: Jenni Liberman, assistant professor of English; and Katie Sarria, academic advisor, ACE*

**C. Development.** Responsibility: identify and pursue funding opportunities for the DHI and the projects it supports.

*Faculty/staff co–chairs:*

*2017–2019: TBA; and Kristin Douberly, Coordinator Research Development, Office of Research and Sponsored Programs*

*2019–2021 TBA*

**D. Events.** Responsibilities:

- i. organize annual Digital Projects Showcase, and
- ii. organize other (non–training) events sponsored by the DHI.

*Faculty/staff co–chairs:*

*2017–2019: Clayton McCarl, associate professor of Spanish (acting faculty co-chair); and Deb Miller, senior director of the Center for Instruction and Research Technology (CIRT)*



**E. Portfolio Management.** Responsibilities:

- i. work with faculty, staff and students to develop ideas for new digital projects,
- ii. gather needed materials related to proposed projects to inclusion in Advisory Committee agenda materials,
- iii. monitor progress of affiliate projects by soliciting periodic updates from project leaders,
- iv. provide project updates to Communications subcommittee for sharing on social media,
- v. assist Communications committee in maintaining and updating project information on DHI website, and
- vi. create and maintain guidelines for managing project lifecycle and for managing materials related to projects that become inactive.

*Faculty/staff co-chairs:*

*2017–2019: TBA; and Andy Rush, course media developer (CIRT) and DHI webmaster  
2019–2021 Clayton McCarl, associate professor of Spanish; and Andy Rush, course media developer (CIRT) and DHI webmaster*

**F. Tools and Training.** Responsibilities:

- i. coordinate training sessions to benefit faculty, staff and students;
- ii. support affiliate projects by researching and proposing solutions to specific technological problems; and
- iii. oversee the long-term management and hosting of the digital materials produced by DHI affiliate projects.

*Faculty/staff co-chairs:*

*2017–2019: Jennifer Murray, director of library systems, Thomas G. Carpenter Library; and Dave Wilson, assistant director, CIRT  
2019–2021: Jennifer Murray, director of library systems, Thomas G. Carpenter Library; and Dave Wilson, assistant director, CIRT*

**IV. Advisory Committee.** Comprised of faculty, staff and students from across the university. Staggered, renewable two-year terms. Each department may have two faculty members and one student representative. Non-instructional units on campus may have up to two members. Because of the critical support they provide to the DHI, the Thomas G. Carpenter Library and CIRT may have up to six representatives each.

Responsibilities:

- A. elect a director;
- B. provide feedback to the Steering Committee and director regarding the direction and priorities of the Initiative;
- C. contribute to advancing a campus-wide discussion on the role of Digital Humanities at UNF;
- D. support as possible faculty-led projects;
- E. recruit new representatives from their areas to serve on the advisory committee when stepping down;

- F. approve, by a simple majority, the appointment of chairs of the standing subcommittees;
- G. review annual report prepared by Steering Committee and provide feedback; and
- H. monitor and provide feedback on the implementation of the DH minor.

*2018–2019 faculty/staff members:*

*Maria Atilano, marketing and student outreach librarian, Thomas G. Carpenter Library*  
*Christopher W. Baynard, associate professor of geography and geographical information systems (GIS)*  
*James Beasley, associate professor of English*  
*Erin K. Bennett, associate professor of piano and piano pedagogy*  
*Michael Boyles, coordinator of graphic design for the Center for Instruction and Research Technology (CIRT)*  
*Stuart Chalk, associate professor of chemistry*  
*Ching–Hua Chuan, associate professor of computing*  
*Kelsey Eagen, coordinator, Office of Undergraduate Research*  
*Sherif A. Elfayoumy, FIS Distinguished Professor of CIS and director, School of Computing*  
*Patricia Geesey, professor of French and chair, Department of Languages, Literatures and Cultures*  
*Josh Gellers, assistant professor of political science*  
*Sheila Goloborotko, assistant professor of printmaking*  
*Caroline A. Guardino, associate professor and deaf education program director*  
*Mitch Haney, associate professor of philosophy and chair, Department of Philosophy*  
*Jess Harden, coordinator of educational media, CIRT*  
*Laura Heffernan, associate professor of English*  
*John Kantner, associate vice president for research and dean of the Graduate School*  
*Philip Kaplan, associate professor of history*  
*Chau Kelly, associate professor of history and history graduate program director*  
*David Kersey, academic advisor, COAS Academic Advising*  
*David Lambert, associate professor, Department of Economics and Geography, and director, UNF Environmental Center*  
*Christos Lampropoulos, associate professor of chemistry*  
*Kaitlin Legg, director, LGBT Resource Center*  
*Jennifer Lieberman, assistant professor of English*  
*Courtenay McLeland, head of digital projects and preservation, Thomas G. Carpenter Library*  
*Deb Miller, director, Center for Instruction and Research Technology (CIRT)*  
*Debra Murphy, professor of art history and chair, Department of Art and Design*  
*Jennifer Murray, director of library systems, Thomas G. Carpenter Library*  
*Jessica Novotny, office manager, Career Services*  
*Anne E. Pfister, assistant professor of anthropology*  
*Stephanie Race, head of research and faculty outreach, Thomas G. Carpenter Library*  
*Gordon Rakita, director of academic technology and professor of anthropology*  
*Dan Richard, director, Office of Faculty Enhancement*  
*Tara Rowe, Project THRIVE coordinator*  
*Andy Rush, coordinator of online course media development, Center for Instruction and Research Technology (CIRT)*  
*Katie Sarria, Academic Advisor, ACE*  
*Sericea Stallings-Smith, assistant professor of Public Health*  
*Margaret C. Stewart, assistant professor of communication*

*Karthikeyan Umapathy, associate professor of information systems*  
*James Taylor, coordinator, UNF Environmental Center*  
*JeffriAnne Wilder, associate professor of sociology and founding director, Institute for the Study of Race and Ethnic Relations (SRER)*  
*David Wilson, assistant director, Center for Instruction and Research Technology (CIRT)*

*2018–2019 undergraduate student representatives:*

*Jensen Alex, English*  
*Kathlina Brady, political science/Spanish*  
*Valerie Joly, graphic design/philosophy*  
*Ricder Ricardo, studio art*  
*Julia Rivera–Whalen, anthropology/international studies*

*2017–2018 graduate student representatives:*

*Trevor Cheatham, MA in International Affairs*  
*Imani Philips, MA in History*  
*Dean Rice, MS in Computer and Information Sciences*  
*Stephanie Worley, MA in International Affairs*

**V. External Advisory Board.** Comprised of representatives of regional educational and cultural institutions, members of the technology industry, or other community leaders.

Responsibilities:

- A. assist in identifying opportunities for collaboration between UNF and local cultural or other institutions on Digital Humanities endeavors,
- B. assist in promoting the Initiative’s activities and the projects it supports, and
- C. provide other advice or guidance as needed.

*The membership of this group has not yet been determined.*

## **Plans for Student Involvement**

Most of the current projects of the DHI involve students as leaders or collaborators. This will continue to be true as we expand that portfolio of projects. Several undergraduates and graduate students serve as representatives to our Advisory Committee. We will also use the minor in Digital Humanities, which we oversee, to involve more students in the work of the DHI.

## **Evaluation Plan**

Every spring the director of the DHI will prepare an annual report, summarizing the activities of the Institute over the previous year. This report will be shared with the Advisory Committee and others on campus for their feedback and suggestions. We will measure our success specifically by looking at the following: the number of active projects supported by the Institute; the number of faculty, staff and students involved with those projects as leaders or collaborators; the number of publications, conference presentations, and other products of research produced in relation to the projects we support; and the number of students enrolled in the minor in Digital Humanities.

## **Critical Metrics for Disbandment of Center**

The DHI will be disbanded upon a majority vote of the Steering Committee, following input from the Advisory Committee.