



Texas Center for Digital Knowledge
School of Library and Information Sciences
University of North Texas
<http://www.txcdk.org>

Charter
of the
Texas Center for Digital Knowledge

Adopted
September 2004

Overview

In 2001, the Fellows of the **Texas Center for Digital Knowledge (TxCDK)** developed and agreed to a governing document called the Guiding Principles. Given renewed vigor in the TxCDK, due in part to the joint support by the Vice President for Research and Technology Transfer and the Dean of the School of Library and Information Sciences for the position of Associate Director, it was appropriate to develop a Charter for TxCDK, outlining the principles, functions, and organization of the Center. The Charter reflects and revises the Guiding Principles. It was reviewed by the TxCDK Executive Committee and approved by the TxCDK Fellows in September 2004.

Charter for the Texas Center for Digital Knowledge

I. FOUNDATION

OVERVIEW

The Texas Center for Digital Knowledge (TxCDK), established by the University of North Texas (UNT) in 2001, advances digital knowledge management through collaborative and interdisciplinary projects among top researchers in library and information sciences, business information systems, communications, computer science, computer security, and cognition. It is housed in the School of Library and Information Sciences (SLIS) at the UNT. The Center's start-up operation was funded by the SLIS and the University of North Texas. In 2004, funding from the Vice President for Research and Technology Transfer, with matching funds from SLIS, enabled the Center to establish an Associate Director position. Ongoing funding of the Center comes from funded research and consulting activities, grants, and sponsorships.

The TxCDK is a dynamic, entrepreneurial-oriented research and consulting services organization focusing on digital knowledge in the networked environment. The Center is comprised of Fellows who conduct research and carry out projects related to this focus. The Center has defined three major categories of activities:

- **Research:** Applied and basic research into critical problems facing creators, managers, and users of digital knowledge. These efforts can be characterized as ongoing, funded efforts (e.g., 6 months to 2 years in length) to create new understanding related to digital knowledge.
- **Consulting:** Services for hire that may include research activities, project planning and management, and evaluation and assessment needs. These will likely be characterized as short-term activities, 1-6 months in length.
- **Dissemination:** Research and project reports, information alerts, and other forms of publications. These will be primarily offered through the Center's website in electronic form.

The Center's Fellows conduct research and carry out projects related to the creation, storage, organization, retrieval, use, and evaluation of information in a wide variety of digital formats. Projects encompass topics such as:

- Digital imaging
- Information policy
- Information security and law
- Evaluation methods
- Digital information resources development, management and preservation
- Distributed learning
- Human information behavior
- Interoperability and standards
- Information organization and retrieval
- Medical digital imaging and informatics.

The Center links expert researchers and practitioners to the pragmatic needs of organizations facing the challenges of managing digital knowledge. It provides its Fellows synergistic opportunities for interdisciplinary research and collaboration.

MISSION

The TxCDK stimulates and supports interdisciplinary research encompassing theoretical frameworks and practical applications that can enhance the creation, storage, organization, retrieval, use, and evaluation of information in a wide variety of digital formats.

GOALS

The goals of the TxCDK are:

- Be the premiere center in Texas for advanced research and projects related to digital knowledge
- Gain a national reputation as a center of excellence
- Provide research and consulting services to improve organizations' management and use of digital knowledge
- Increase the level of funded research at UNT by providing research and project services in support of the Fellows
- Develop mutually beneficial relationships with other UNT centers
- Engage and support the Interdisciplinary Ph.D. Program in Information Science to the benefit of the program, the program faculty, and the students.

FUNCTIONS

The functions of the TxCDK evolve and change to meet the needs of the Fellows within the resources available to the Center. In general, the functions of the TxCDK are:

- Serve as a collaborative venue for increasing externally funded research and development at UNT by identifying and promoting funded research within the focus areas defined by the Center
- Be a resource for identifying grants and funding opportunities in both the public and private sectors
- Enhance the visibility of the Center by developing products and services, marketing the Fellows and Center activities, and identifying new opportunities
- Provide administrative, clerical, and project management assistance to Center Fellows
- Promote Center produced research deliverables (e.g., research reports, published papers, and conference presentations) and its services and products (e.g., workshops, seminars, short courses, consultation, and evaluations) within public and private sector communities
- Provide input and resources to maintain and enhance the Interdisciplinary Ph.D. Program in Information Science.

II. MEMBERSHIP & GOVERNANCE

MEMBERSHIP

TxCDK offers the following participation categories:

Fellow

Eligibility requirements for designation as a TxCDK Fellow:

- Any faculty member of the Interdisciplinary Ph.D. Program in Information Science or other UNT faculty and staff with research interests consistent with the TxCDK mission and goals
- Willing to conduct independent and/or collaborative funded research under the auspices of the Center for a three year period.

Fellows are expected to actively pursue funding for research, consider submitting the proposal under the auspices of the Center, and to include support for the Center in grant proposals. Initial membership is for a three-year period and periodic renewals will be based on a majority vote of the existing Fellows. A Fellow may voluntarily relinquish their status as a Fellow at any time during the membership period.

Associate Fellow

Eligibility requirements for designation as a TxCDK Associate Fellow:

- Any other UNT faculty or staff, non-UNT faculty or staff member, visiting professors, or any other person who is participating in a research project conducted by a Fellow or project sponsored by the Center.

A Fellow conducting a research project can request the TxCDK Director designate specific people working on the project as an Associate Fellow. Designation as an Associate Fellow is for duration of the specific project(s),

Student Associate

Eligibility requirements for designation as a TxCDK Student Associate:

- Any UNT student who is participating in a research project conducted by a Fellow or in a project sponsored by the Center.

Designation as a Student Associate is for duration of the specific project(s),

Center Affiliate

Eligibility requirements for designation as a TxCDK Affiliate:

- Any private or public, commercial or non-profit organization or association that lends tangible support to the Center and accepts the terms and conditions of Center affiliation as defined from time to time by the Fellows.

TxCDK participation categories may be modified by a vote by the Fellows.

STRUCTURE, ADMINISTRATION, AND GOVERNANCE

The TxCDK is administratively lean, and consists of a Director, Associate Director, and staff as appropriate for carrying out the mission and function of the Center. The Director and Associate Director provide overall management and direction for the Center.

The Director is the Dean of SLIS, or a TxCDK Fellow who is a faculty member in the Interdisciplinary Information Science Ph.D. Program appointed by Dean. The Director serves as chair and is a voting member of the Executive Committee.

The Associate Director is a UNT staff position. The Associate Director leads the planning and budgeting process, administers Center functions and activities, and acts as a liaison to Center Affiliates. The Associate Director reports to the TxCDK Director.

The hiring of TxCDK support staff shall be consistent with the annual budgetary requirements as agreed to by a majority vote of the Fellows. Support personnel responsibilities shall include, but not be limited to, development of Center promotional material, Web site maintenance, assistance with the development of collateral materials to enhance Center visibility, and preliminary grant resource identification.

The Center is governed by TxCDK Fellows who elect the Executive Committee to advise the Director and Associate Director. The Executive Committee consists of five Fellows who are elected annually by the Fellows to assist with overall Center planning, administrative oversight, and budget recommendations. Any business conducted by the Executive Committee will be reported to the next regularly scheduled meeting of the Fellows.

As needed, additional committees may be created by the Fellows to administer specific functions, services, or projects associated with Center activities.

At the discretion of the Fellows, an Advisory Board consisting of representatives from each TxCDK Affiliate and/or other appropriate bodies may be appointed to serve in a guiding capacity to assist the Center in achieving its goals and objectives. The Fellows will determine length of term and eligibility requirements.

BUDGET

The Director and Associate Director shall prepare and submit an annual budget at the beginning of each academic year to the Executive Committee for review and recommendations. When the Executive Committee has approved budget, it will be presented to the Fellows for final approval and implementation. Interim modifications to the annual budget may be made only upon approval of the Executive Committee and the TxCDK Director. Any budget changes will be reported to the Fellows at their next regularly scheduled meeting.

MEETINGS AND VOTING

Regularly scheduled meetings of the Fellows will take place at least four times during any academic year, and include at least one meeting each semester. Additional meetings may be called from time to time by the Director or the Executive Committee to conduct business important to the health of the Center. A quorum for the purpose of voting at any meeting shall be at least half of the Fellows plus one. When a quorum is not reached, votes on action items may be conducted via email.

Interim non-business meetings shall be scheduled frequently to promote the collaborative nature of the Center by providing a social venue where Interdisciplinary Ph.D. Program in Information Science students, Fellows, Associate Fellows, and/or Affiliates can meet to exchange ideas, discuss ongoing research projects, and meet others with similar interests.

REPORTS

The Director and Associate Director shall prepare and maintain a 3-Year Working Plan, and present annually a report on the activities and business of the Center. The report shall be in a publishable format for review and approval at the first meeting of the Fellows each academic year.

Fellows shall, at least once a year during a regularly scheduled meeting, report on their research progress. The nature of the presentation shall include type of research, current stage, results obtained, and types of deliverables. Meetings when these reports are made shall be open to all Associate Fellows, Affiliates, and Interdisciplinary Ph.D. Program in Information Science students.

Fellows shall, on a regular basis, provide updated information for the Center's website about their projects, activities, and publications.

EEO/AA/ADA COMPLIANCE

It is the policy of the University of North Texas and the Texas Center for Digital Knowledge not to discriminate on the basis of race, color, religion, sex, age, national origin, disability (where reasonable accommodations can be made), disabled veteran status or veteran of the Vietnam era status in its

educational programs, activities, admissions or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the university through its diversity policy declares harassment based on individual differences (including sexual orientation) inconsistent with its mission and educational goals.

LIABILITY WAIVER

TXCDK is not liable for the statements or behaviors of its Fellows, members or employees. The Officers, Fellows, and employees of TXCDK, in exchange for their volunteer efforts and other valid consideration, are not personally liable for the statements and behaviors of TXCDK.

REVISIONS AND AMENDMENTS

This document constitutes the governing charter of the Texas Center for Digital Knowledge and may be modified only by a majority vote of the Fellows. The Director, Executive Committee, or Fellows can initiate and propose changes to the charter.

If any clause, provision, or section of this TXCDK Charter is made void for any reason, it shall be severed and the remaining clauses, provisions, and sections shall remain in effect.