Guidelines for Evaluating Work in Digital Scholarship and Artistic Production
Developed by the CAS Policy Committee, 2014-2015
Approved 4/27/15

The following guidelines are designed to help the College of Arts and Sciences' Appointment, Promotion, and Tenure Committee, as well as departments, evaluate candidates for hiring, reappointment, tenure, and promotion who are either working with digital media as their object of study or whose work takes digital form. They are modeled on the guidelines offered jointly by the Modern Language Association and the American Historical Association, and by the College Art Association. Their websites can be found at the end of this document.

Clarify Responsibilities: Both at the time of the initial appointment, and throughout the reappointment, tenure, and promotion processes, candidates should be given clear and explicit written instructions as to departmental and university expectations relating to digital scholarship and artistic production.

Engage Qualified Reviewers: Although primarily the responsibility of department chairs, this is an issue that should be an object of consideration at the level of APT as well. In order to count as "qualified" it is not sufficient that the reviewer come from the same basic discipline as the candidate: because of high levels of media specificity—and hence expertise necessary to evaluate those media—it is important that, to the greatest extent possible, at least one and ideally several have expertise in the field of the candidate's digital scholarship or artistic production. Nonetheless, with regard to the APT, in particular, it is critical for departments and chairs to identify experts in the field to comment on a dossier, and for the department/chair to place these evaluators in the context of the scholarship and discipline.

Recognize the Changing Nature of Digital Fields: The tools, practices, and goals of digital scholarship and artistic production are constantly changing. This means that candidates working in these fields may need to be responsive to those changes in a variety of different ways: they may need to take time for supplemental training as new technologies develop or they may need to alter their projects to respond to changes in the field, among others. These needs should be taken into account throughout the evaluation processes.

MLA: http://www.mla.org/guidelines_evaluation_digital

AHA: http://www.historians.org/publications-and-directories/perspectives-on-history/october-2001/suggested-guidelines-for-evaluating-digital-media-activities-in-tenure-review-and-promotion-an-aahc-document

CAA: http://www.collegeart.org/guidelines/newmedia07