

## Article II

### Personnel of the Museum

A. Director. The Director is the administrative head of the Museum. The Director is appointed to a term of four years by the Vice Chancellor for Research with the advice of the Faculty of the Museum. S/he may also serve as Curator in an appropriate section of the Museum. Appendix I-A outlines the responsibilities of the Director.

B. Assistant Director. The Assistant Director is appointed by the Director of the Museum, subject to annual review and reappointment. The Assistant Director serves as Acting Director in the event of any brief absence of the Director (see Article III B). Appendix I-B outlines the responsibilities of the Assistant Director.

C. Faculty. The Faculty of the Museum consists of: (1) The Primary Unit, which is the rostered Faculty, the Director, and all others holding appointment in the Museum as Professors, Associate Professors, and Assistant Professors as defined in the Faculty Handbook (1988 edition, Part Three, Section VII A, III-26); (2) Emeritus Faculty; (3) Associated Faculty: those persons serving without compensation from the Museum and holding faculty titles as Museum Associate Curator, Museum Curator Adjoint, and Museum Associate (see Appendix IV and Faculty Handbook, Part Two, Section VI I, II-14); and (4) Attendant Faculty, Visiting Faculty of any rank, Instructors and Senior Instructors.

D. Curatorial Personnel. Curators are members of the Primary Unit. There shall be at least one Curator and one Collection Manager per section. The specific duties of Curators and Collection Managers are given in Appendix V.

E. Staff. The staff of the Museum shall consist of all other personnel appointed and compensated by the Museum, including such graduate and undergraduate assistants and work-study students as are appointed in the various sections of the Museum.

## Article III

### Administration of the Museum

A. Director. The administration of the Museum shall be the duty and responsibility of the Director and appropriate staff. The Director is the executive officer of the Museum and is responsible for the administration of the Museum. A detailed list of the duties of the Director are provided in Appendix I-A.

B. Assistant Director. The Assistant Director leads the public sections of the Museum: exhibits, education, programs and visitor services. S/he reports to the Museum Director. A detailed list of the duties of the Assistant Director are provided in Appendix I-A.

C. Curators. Curators are faculty members with the responsibility for augmenting and maintaining the collections or academic programs in their custody and directing the focus of the exhibit hall under their jurisdiction.

#### D. Primary Unit.

1. Powers and Responsibilities: By the Laws of the Regents, matters concerning faculty personnel, including (but not limited to) matters of appointment, reappointment, promotion, and tenure are the prerogative of the primary unit.
2. Procedures. Standards and procedures for faculty personnel matters appear as appendices II and III.
3. Meetings. The Primary Unit shall meet as needed. Two-thirds of the members of the rostered faculty shall constitute a quorum. Roberts' Rules of Order, revised, is to be used as the procedural criteria.
4. Voting. Voting at all meetings of the Primary Unit shall be written ballot. There shall be no voting by proxy; written absentee ballots are permissible. Issues of promotion are voted upon only by members at or above the rank to which an individual would be promoted. Only tenured members vote on recommendations for tenure. The Director shall vote only in the event of a tie.
5. Secretary. The Director shall appoint a member of the administrative staff of the Museum to function as Secretary of the meetings of the Primary Unit.
6. Minutes. The Secretary shall keep minutes of meetings of the Primary Unit, including an accurate record of all substantive decisions made. S/he shall distribute minutes in a timely manner and shall maintain a permanent file of minutes as distributed and any corrections thereto.

E. Faculty and Staff. Members of the faculty and staff perform the mission of the

Museum (see Article I. Organization Chart). Faculty and staff are all individuals who serve in the Museum with compensation. They perform administrative, curatorial, and/or educational tasks as required for the routine functioning of the Museum.

1. Meetings. Faculty and staff meet regularly, at least once each semester. Special meetings may be called by the Director or by any three members of the faculty and staff, upon 24-hours written notice. Two-thirds of the faculty and staff constitute a quorum. Graduate students in the Museum and Field Studies Program may elect student representatives to attend meetings of the faculty and staff. Meetings shall be conducted following regular procedures. Roberts' Rules of Order, revised, is to be used as the procedural criteria.
2. Voting. Voting shall be by voice vote unless a written ballot is requested. When a vote has been taken, and an issue is resolved, the issue may not be raised again before twelve months have passed, unless 2/3 of the faculty and staff vote to reopen the issue. There shall be no voting by proxy; written absentee ballots are permissible. The Director shall vote only in the event of a tie.
3. Secretary. The Director shall appoint a member of the administrative staff of the Museum to function as Secretary of the meetings of the faculty and staff.
4. Minutes. The Secretary shall keep minutes of meetings, including an accurate record of all substantive decisions made. S/he shall distribute minutes in a timely manner and shall maintain a permanent file of minutes as distributed and any corrections thereto.

F. Committees. Responsibility and authority for general operations of the Museum are vested in standing and ad hoc committees. Committees of the Museum, both standing and ad hoc, shall be appointed by the Director as required. Appointments are made annually, early in the Fall Semester, and are renewable. Each committee provides a forum for the exchange of ideas among the several sections and among faculty, staff, and students. Each committee is empowered to make recommendations to the Director and to the Museum faculty and staff. The Director is a member ex officio of all committees.

1. Project Committee. The Project Committee is responsible for exhibits and educational programs for the University and the general public. Membership: Assistant Director (Chair), members of the Public Section, at least one Curator, at least one Collection Manager, at least one graduate student, and others as appropriate.
2. Committee on Museum and Field Studies Curriculum. Membership: Curator of Museum and Field Studies (Chair), at least three members of the Boulder Campus teaching faculty, one of whom shall be from a discipline outside the Museum, graduate assistant for Museum and Field Studies, and one student from the Museum and Field Studies Program, plus other members as the Curator of Museum and Field Studies deems appropriate. Responsibilities: (a) to review and

- oversee the curriculum in the Museum and Field Studies program; (b) to advise the Director on matters of general curricular policy.
3. Committee on Collections. Membership: At least one representative from each curatorial section (Curators or Collection Managers), one graduate student, and such other members as the Director shall appoint. Responsibilities: (a) to review, oversee, and plan activities of mutual benefit and concern among curatorial sections, including but not limited to issues of space, conservation, and collections management; (b) to advise the Director on matters of collection policy, including continual oversight of the Museum-wide Collection Policy (Appendix VI).
  4. Ad hoc committees may be established by the Director as required for orderly and effective decision-making and communication. Ad hoc committees shall be established with specified responsibilities and a specified term.

## Article IV

### Amendments

These by-laws may be amended by a two-thirds written vote of the Primary Unit and other Museum staff, in joint session (one vote per individual, whether a member of one or both bodies).

Approved unanimously by the Executive Committee 13 May 1988.

Revised by the Executive Committee in discussion April-October 1989. Revised By-Laws adopted by the Executive Committee as an amendment to the original By-laws on 31 October 1989. Amended 21 February 1990. Appendix VI added by action of Rostered Faculty (Primary Unit) 20 August 1991. Revised by the Bylaws and Executive Committees in discussion October 1997 to January 1998. Amended and Approved by vote of the Primary Unit meeting with the Executive Committee May 7, 1998. Amended and Approved by vote of the Museum personnel April 6, 2005.