

## 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.

d 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.

## 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 absent

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

- 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