

Department of Natural History Bylaws

**Florida Museum of Natural History
University of Florida**

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Mission Statement of the Florida Museum of Natural History

The Florida Museum of Natural History – Understanding, preserving and interpreting biological diversity and cultural heritage to ensure their survival for future generations.

Legislative Mandate for the Florida Museum of Natural History, the State’s Official Museum of Natural History—See Appendix I

PREAMBLE TO THE BYLAWS

In the belief that shared governance is effective through working relationships among administrators, faculty and staff, a mutual respect for the participants’ differing roles and responsibilities, and mutual trust in the ability and willingness of the various parties to meet their commitments, we, the members of the Department of Natural History of the Florida Museum of Natural History, do establish and ratify these bylaws.

ARTICLE I: Governance of the Department of Natural History of the Florida Museum of Natural History

These bylaws are intended to establish the general principles in order to guide the governance of the Department of Natural History of the Florida Museum of Natural History (hereafter Department). These bylaws are governed by and subordinate to the University of Florida Constitution, the Florida Administrative Code, the University of Florida Board of Trustees, and the United Faculty of Florida Collective Bargaining Agreement. In matters of conflict, the University Constitution and the Florida Administrative Code, the University of Florida Board of Trustees, and the provisions of the United Faculty of Florida Collective Bargaining Agreement constitute the ruling documents. Operating within these contexts and within the provisions of these bylaws, the faculty and collections managers/scientific staff of the Department have responsibility for Department policy development, program planning, and fundraising.

Any decisions made or actions taken regarding Department matters shall be made in compliance with the Florida Museum’s policies including, but not limited to, the Code of Ethics and the Collections Policy.

ARTICLE II: Name and Organization

Section 1: Name

The Department is a unit within the Florida Museum of Natural History (hereafter Museum), the latter being administered as a college within the University of Florida (hereafter University).

Section 2: Organization

- A. The branches of the Museum are:
 - 1. Director’s Office
 - 2. Department of Exhibits and Public Programs
 - 3. Department of Natural History
 - 4. Other institutes, centers, and programs (see Appendix III)

- B. The Department interdigitates and collaborates with the other three branches of the Museum. Some of the institutes, centers, and programs may fall under the governance of the Department as authorized by the Museum Director.
- C. Organizational structure of the Department
 - 1. The Department consists of four major divisions (Anthropology, Interdisciplinary, Neontology, and Paleontology). See Appendix IV for a detailed breakdown of these major divisions.
 - 2. The Department also contains two institutes (the Institute of Archaeology and Paleoenvironmental Studies [IAPS] and the Institute for Early Contact Period Studies [IECPS]).
 - 3. The Department also contains two centers (the McGuire Center for Lepidoptera and Biodiversity and the Randell Research Center [RRC]).

Section 3: Programs

Non-degree granting programs may be established and dissolved as necessary to assist the Department in its collections activities, research, teaching, and service within the guidelines of the Museum and the University.

Section 4: Institutes and Centers

Institutes and centers may be established and dissolved as necessary to assist the Department in its collections activities, research, teaching, and service within the guidelines of the Museum and the University.

ARTICLE III: Department Membership

Members of the Department include faculty, post-doctoral associates, collections managers/scientific staff, and graduate students.

- A. Department faculty include the ranks of tenured and tenure-track faculty (Assistant Curator, Associate Curator, Curator); Distinguished Research Curator/Professor and Eminent Scholar, as well as non-tenure accruing faculty (Assistant Scientist, Associate Scientist, and Scientist).
- B. Tenured and tenure-track Department faculty are those who are salaried through the Department, on permanent and tenure-accruing lines.
- C. Non-tenure accruing Department faculty are those who are salaried through the Department but are on a line that is not tenure accruing (Assistant Scientist, Associate Scientist, and Scientist).
- D. The Department enjoys a close and unique relationship with other University departments, colleges, and organizations. Department faculty and staff are granted Joint Affiliate or Adjunct faculty status in these departments, colleges and organizations, and regularly teach courses and/or have graduate faculty status. These other University departments, colleges, and organizations serve as the home department for the majority of Museum graduate students. Department faculty regularly serve on graduate students' committees. Teaching requirements and evaluation of teaching, if applicable, will be negotiated between the Department Chair and the Chair/Director of the joint unit.

Members of other University departments, colleges, and organizations frequently make use of Museum collections in their research and teaching.

- E. Affiliate faculty are those who have been granted "affiliate" status by the Department faculty. Affiliate faculty are those from another University department or college who participate in departmental education, collections, and/or research activities on at least an occasional basis.
- F. Post-doctoral associates are salaried through the Department from grant or state funds, and are sponsored by a member of the Department faculty. Post-doctoral associates are term-limited positions, limited to four (4) years.
- G. Courtesy faculty are those who have been granted "courtesy" status by the Department faculty. Courtesy faculty are those not currently employed by the University, but who have educational, collections and/or research ties with one or more Department faculty.
- H. Emeritus/a faculty are those who have been granted "emeritus/a" status by the Department faculty.
- I. Collections managers/scientific staff are those salaried in the Department under the TEAMS or USPS pay plans.
- J. Graduate students are those who have matriculated at UF and are pursuing graduate degrees sponsored by related University departments, colleges or organizations, and whose primary research mentor is a Department faculty member.

ARTICLE IV: Administrative Officers

Section 1: Department Chair

The Department Chair typically serves for a term of three years and may serve more than one term if re-appointed by the Museum Director, pending the incumbent's acceptance and approval by the Department faculty and staff. The Department Chair may appoint another Department employee as his/her representative to serve in whatever capacity the Department Chair deems appropriate. The performance of the Department Chair is evaluated by the Director each year. Every third year, coincident with a potential renewal for a second term, the Director solicits input, no later than three months before the end of the second term, on the effectiveness and leadership of the Department Chair via a >50% majority vote from both the faculty and collections managers/scientific staff in favor of a second term.

Section 2: Duties of the Department Chair

- A. Set the annual departmental budget.
- B. Convene, develop agenda and preside over regular and special departmental faculty and staff meetings. Meetings shall follow Robert's Rules of Order, revised.
- C. Serve on the Museum Administrative and Executive committees.
- D. Serve on Museum and University committees as requested by the Museum Director.
- E. Provide annual written evaluations of departmental faculty in consultation with the Department of Natural History Departmental Advisory Committee (hereafter Departmental Advisory Committee) according to University of Florida policies and procedures.
- F. Oversee sustained performance evaluation once every seven years of tenured faculty members following the award of tenure or their most recent promotion.
- G. Oversee departmental faculty and staff salaries.

- H. Assign merit raises for eligible faculty and staff based on stated assignments and input from the Departmental Advisory Committee.
- I. Oversee the hiring and firing process for departmental faculty and staff.
- J. Oversee the tenure and promotion process.
- K. Oversee the process for granting departmental faculty sabbaticals.
- L. Approval of Conflict of Interest/Outside Activities through UFOLIO system.
- M. Nominate faculty for Internal University Awards (e.g., UFRF Term Professor).
- N. Appoint chairs and oversee the population of departmental standing and ad hoc committees at the start of each fall academic term. Fill vacancies as needed.
- O. Appoint departmental faculty and collections managers/scientific staff to serve on Museum committees as requested.
- P. Send written notice to appointments (titles include, but are not limited to, affiliate, courtesy, provisional, research, and emeritus/emerita) indicating acceptance, rejection, or renewal.
- Q. Coordinate the development and evaluation of the Department of Natural History's strategic plans.
- R. Coordinate and manage content for Museum's annual report in collaboration with the Museum's Senior Associate Director, Assistant Director for Marketing and Public Relations, and other assigned Museum staff.
- S. Coordinate with the Museum's Department of Exhibits and Public Programs on joint ventures and programs (e.g., Earth Day).
- T. Manage or assist with other special projects.
- U. Supervise the Program Assistant, who acts as administrative assistant for the Department of Natural History.
- V. Undertake faculty responsibilities as listed below (see Article V, Section 2)

Section 3: Associate Department Chair

If an Associate Department Chair is deemed necessary by the Museum Director, the Department Chair will nominate a candidate that must be approved by both the Museum Director and by a >50% affirmative vote by the faculty. The Associate Department Chair may be appointed for a term of one year and may serve more than one term if re-appointed by the Museum Director, pending the incumbent's acceptance and approval by the faculty. The performance of the Associate Department Chair is evaluated by both the Director and the Chair each year.

Section 4: Duties of the Associate Department Chair

- A. Oversee Affiliate and Courtesy appointments.
- B. Assist the Chair in setting the annual departmental budget.
- C. Assist the Chair with approval of travel requests and requests for building access.
- D. Assist the Chair in compiling information for annual written evaluations of departmental faculty in consultation with the Departmental Advisory Committee according to University of Florida policies and procedures.
- E. Assist the Chair with the tenure and promotion process, including requests for letters of recommendation for candidates.
- F. Assist the Chair in duties related to Effort Reporting and Semester Activity Reports.
- G. Assist the Chair with activities related to faculty searches in the Department.

- H. Assist the Chair in liaising with other UF departments related to teaching, graduate committees, and student mentoring.
- I. Assist with the development and evaluation of the Department of Natural History's strategic plans.
- J. Assist the Chair with coordinating and managing content for the Museum's annual report.
- K. Serve on the Departmental Advisory Committee.
- L. Serve on Museum and University committees as requested by the Museum Director.
- M. Serve as Acting Chair, as necessary.
- N. Manage or assist with other special projects.
- O. Undertake faculty responsibilities as listed below (see Article V, Section 2)

Section 5: The Departmental Advisory Committee

A. Membership

- 1. Members of the Departmental Advisory Committee (DAC) are appointed from among nominees selected by the faculty. Members must be appointed by a >50% affirmative vote of the eligible voting faculty.
- 2. The DAC shall include four tenured faculty members that together should represent interests across the whole Department. This would include, to the extent possible, one faculty member from each of the four major divisions within the Department: Anthropology, Interdisciplinary, Neontology, and Paleontology. Similarly, to the extent possible, efforts will be made to ensure that the committee composition reflects the departmental goals of diversity, equity, and inclusion.
- 3. Members of the DAC shall elect a chair of the committee.
- 4. A quorum is a three-quarters majority of the tenured members.
- 5. An additional member from the non-tenure accruing Associate Scientist or Scientist rank may be voted to represent the interests of the non-tenure accruing faculty. A >50% affirmative vote of the eligible voting faculty is required. This is a voting position, except for one exception. This is an advisory, non-voting position with respect to faculty evaluations.
- 6. The Museum Director, the Museum Senior Associate Director, the Assistant or Associate Director of Research & Collections, the Department Chair, non-tenured institute and center directors, and collections managers/scientific staff are not eligible to serve on the DAC.

B. Terms

- 1. The members of the DAC shall be appointed for three-year terms. Members may serve more than one term if re-appointed by the faculty, following the procedures in Section 1A above.
- 2. Terms of individual members shall be staggered to the extent possible so that some seasoned members remain on the DAC as new members rotate onto the Committee, in the interest of preserving institutional memory.
- 3. When a vacancy opens, any eligible faculty member, with preference to the former member's division (Anthropology, Interdisciplinary, Neontology, Paleontology), may put his/her name on the ballot. Vacancies may occur when a current member takes a sabbatical or a leave of absence. A special election shall be held to fill the vacancy. Elections shall be conducted by faculty ballot. A >50% affirmative vote is required to appoint a new member. If there are more than two candidates and a majority is not achieved on the first vote, the candidate receiving the fewest votes shall be removed

from contention and subsequent rounds of voting shall take place. In the event of a tie, the Department Chair shall appoint a member from the remaining two candidates.

C. Duties

1. Advise the Chair on all matters pertaining to tenure and promotion of faculty.
2. Assist the Chair in preparing annual evaluations based on the annual reports provided by the faculty.
3. Assist Chair with sustained performance evaluation of tenured faculty members once every seven years.
4. Advise the Chair on matters concerning merit raises and other salary-related issues.
5. Meet with the Chair before each faculty meeting to provide input into the agenda.
6. Serve in any capacity that requires an appointed committee such as the evaluation of internally generated proposals.
7. Consult with the Department Chair to help set the annual budget.
8. The elected chair of the DAC will provide updates on the committee at Department faculty meetings.

Section 6: Director of the Institute of Archaeology and Paleoenvironmental Studies

The Museum Director shall appoint the Director of the Institute of Archaeology and Paleoenvironmental Studies (IAPS). In selecting the IAPS Director, the Museum Director shall consult with the Department Chair, Museum faculty and collections managers/scientific staff, University departments, and other institutions and agencies, as appropriate. The duties and responsibilities of the IAPS Director shall be determined by the Museum Director in consultation with the Department Chair and shall be evaluated annually by the Department Chair. The IAPS Director may appoint another member of the IAPS to serve as his/her representative when appropriate.

Section 7: Duties of the Director of the Institute of Archaeology and Paleoenvironmental Studies

- A. Oversee the operations and financial management of the Institute of Archaeology and Paleoenvironmental Studies (IAPS).
- B. Develop new and innovative programs.
- C. Pursue development opportunities to enhance the goals and mission of IAPS.
- D. Develop funding proposals to support research and education initiatives.
- E. Convene and preside over meetings related to the IAPS.
- F. Collaborate with the Director of the Randell Research Center to enhance programs based in Pineland, Florida.
- G. Manage the publications program of the IAPS, serving as Publisher of IAPS Books.
- H. Prepare reports as required by the University of Florida.
- I. Perform other duties as required, including expected duties as a faculty member or collections manager/scientific staff.

Section 8: Director of the Institute for Early Contact Period Studies

The Museum Director shall appoint the Director of the Institute for Early Contact Period Studies (IECPS). In selecting the IECPS Director, the Museum Director shall consult with the Department Chair, Museum faculty and collections managers/scientific staff, University

departments, and other institutions and agencies as appropriate. The duties and responsibilities of the IECPS Director shall be determined by the Museum Director in consultation with the Department Chair and shall be evaluated annually by the Department Chair. The IECPS Director may appoint another member of the IECPS to serve as his/her representative when appropriate.

Section 9: Duties of the Director of the Institute for Early Contact Period Studies

- A. Oversee the operations and financial management of the Institute for Early Contact Period Studies (IECPS).
- B. Develop new and innovative programs.
- C. Pursue development opportunities to enhance the goals and mission of the IECPS.
- D. Develop funding proposals to support research and education initiatives.
- E. Convene and preside over meetings related to the IECPS.
- F. Prepare reports as required by the University of Florida.
- G. Perform other duties as required, including expected duties as a faculty member or collections manager/scientific staff.

Section 10: Director of the McGuire Center for Lepidoptera and Biodiversity

The Museum Director shall appoint the Director of the McGuire Center. In selecting the McGuire Center Director, the Museum Director may consult with the Department Chair, the McGuire Center faculty and staff, and with appropriate heads of other University and State departments, colleges, and agencies that contribute faculty, curators, staff, students and other resources to the McGuire Center, including, but not limited to, the Florida Department of Agriculture, Florida State Collection of Arthropods, and Department of Entomology and Nematology. The Director of the McGuire Center shall report to the Department Chair. The duties and responsibilities of the McGuire Center Director shall be determined by the Department Chair to provide for the execution of Museum and University policy and the interests of other cooperating departments, colleges, and agencies involved in the Center. The Director of the McGuire Center typically serves for a term of three years, and may serve more than one term if reappointed by the Museum Director, pending the incumbent's acceptance and approval by a >50% affirmative majority vote of the salaried curators and collection managers of the Museum, University and State departments responsible for the Lepidoptera collections of the McGuire Center for Lepidoptera and Biodiversity. The McGuire Center Director shall be evaluated by the Department Chair annually, with input from the McGuire Center faculty and staff, according to procedures established by the University Department of Human Resources.

Section 11: Duties of the Director of the McGuire Center for Lepidoptera and Biodiversity

- A. Administer the McGuire Center, prepare an annual budget, and supervise the overall operations and finances of the Center and activities and performances of those Museum and University employees assigned to the Center.
- B. Establish working procedures and protocols for the McGuire Center, consistent with the established policies of the Museum and the University, seeking to integrate all operations with those in Exhibits and Public Programs and in the Department of Natural History.
- C. Oversee the scientific collections, laboratory equipment, and general building and support facilities of the McGuire Center.

- D. Work with Museum and McGuire Center faculty and staff to insure the success of the Butterfly Rainforest and the other Museum exhibits, programs and events on Lepidoptera.
- E. Pursue development opportunities to enhance the goals and mission of the McGuire Center and the Museum. Develop grant proposals to support research, public education, and facilities development.
- F. Pursue the acquisition of appropriate collections and library resources to build the international scientific value and reputation of the McGuire Center and the Museum.
- G. Carry out academic activities appropriate for a university faculty member, including directing graduate students, peer reviewed publications, and presentations at scientific meetings, as well as other academic and public instructional activities. Participate in and help initiate and organize scientific meetings and conferences related to the disciplines of the McGuire Center and the Museum.
- H. Represent the McGuire Center in meetings of the Museum Executive Committee.
- I. Work with the Museum Director and Department of Natural History Chair to arrange for development and evaluation of the McGuire Center's and the Museum's strategic plans and appoint ad hoc committees to ensure input from the McGuire Center staff.
- J. Serve on Museum and University committees as requested by the Department of Natural History Chair.
- K. Perform other duties as required.

Section 12: Director of the Randell Research Center

The Museum Director shall appoint the Director of the Randell Research Center (RRC). In selecting the RRC Director, the Museum Director shall consult with the Department Chair, Museum faculty and staff, University departments, and other institutions and agencies as appropriate. The Director of the RRC shall report to the Department of Natural History Chair. The duties and responsibilities of the RRC Director shall be determined by the Department of Natural History Chair to provide for the execution of Museum and University policy and the interests of other cooperating departments, colleges, and agencies involved in the Center. The Director of the RRC typically serves for a term of three years and may serve more than one term if reappointed by the Museum Director, pending the incumbent's acceptance and approval by a >50% affirmative majority vote of the faculty and staff of the RRC. The RRC Director shall be evaluated by the Department of Natural History Chair annually, with input from the RRC faculty and staff, according to procedures established by the University Department of Human Resources.

Section 13: Duties of the Director of the Randell Research Center

- A. Oversee the operations and financial management of the Randell Research Center (RRC).
- B. Develop new and innovative programs.
- C. Pursue development opportunities to enhance the goals and mission of the RRC.
- D. Develop funding proposals to support research and education initiatives.
- E. If a University faculty member is appointed as director, that person may carry out academic activities appropriate for a faculty member including directing graduate and undergraduate students, peer-reviewed publications, presentations at professional meetings, and other academic and public education activities.
- F. Supervise the staff of the RRC.

- G. Convene and preside over meetings related to the RRC.
- H. Serve on Museum and University committees as requested by the Museum Director.
- I. Perform other duties as required.

ARTICLE V: The Faculty

Section 1: Faculty Membership

- A. The faculty of the Museum shall consist of assistant curators, associate curators, curators, distinguished curators, distinguished professors and eminent scholars in tenured and tenure-accruing ranks. Museum faculty may also include joint faculty, assistant scientists, associate scientists and scientists in non-tenure-accruing ranks, as well as other members of the faculty as defined in the University Constitution. Only those positions in tenured and tenure-accruing ranks shall have voting rights and shall be defined as the eligible voting faculty, unless specifically stated otherwise in these bylaws. Voting faculty may only vote on those positions equal to or lesser than their ranking.
- B. Requests for courtesy or affiliate appointments must be made in writing either by the individual seeking the appointment or by the departmental nominating faculty. The request must describe why they are seeking an appointment, how it will benefit said individual and the University of Florida, the nature of the work intended, and the faculty, collections managers/scientific staff and collections and/or research area with which said individual will work at the Florida Museum of Natural History. The letter must also include the individual's full name, title, date of birth (required for University appointment), affiliation, address, phone number, and email address. In addition, a current *Curriculum Vitae* must be provided. The request must be submitted to the Department's Program Assistant. Faculty members may encourage individuals to apply for appointments. Appointment titles include, but are not limited to, affiliate, courtesy, provisional, research, and emeritus/emerita. The rights and privileges of the appointment shall be specified at the time of the appointment. Such appointments are limited to a three-year term, after which time they are subject to renewal at the discretion of the Department faculty. Individuals afforded such appointments may not vote on Department or Museum matters, including but not limited to, matters of policy, promotion and funding. They may not participate in Department or Museum governance. The rights and privileges of appointees must be made clear at the time of the appointment. Affiliate faculty members are normally reviewed by the Department annually and such appointments may be altered or terminated at any time. A two-thirds majority affirmative vote of the eligible voting faculty is required before an individual may be appointed to any of the aforementioned positions. Individuals will receive a written notice from the Department Chair stating acceptance, rejection, or renewal.
- C. See Policy 2 for a detailed list of voting and non-voting faculty, collections managers/scientific staff, and graduate students.

Section 2: Faculty Responsibilities

The responsibilities of the faculty shall include:

- A. Curation and collections management (when relevant to that faculty's assignment of duties).
 - 1. Adhere to the best practices and standards of the American Alliance of Museums.

2. Participate in fund raising to support collections responsibilities.
3. Supervise collections managers, scientific, and other support staff.
- B. Conduct an active research program in the appropriate academic specialty and related fields.
 1. Publish research results in national or international peer-reviewed journals, or as monographs or books.
 2. Attend professional meetings to present research results.
 3. Generate grant funds to support research.
- C. Educate University students (both undergraduate and graduate) and others through teaching in affiliated academic departments, supervising independent studies, and supervising thesis and dissertation research.
- D. Assist in general Museum and departmental matters by attending faculty meetings, serving on committees, and voting on issues of concern to the Museum and the appropriate department.
- E. Participate in academic, research, teaching, curatorial, educational, and service programs and outreach as directed in each faculty member's yearly assignment of duties given by the Department Chair in accordance with collective bargaining agreements, and as reflected in the Effort Certification report.
- F. Comply with international, national, state, and local laws and regulations, including but not limited to those of the United States government, State of Florida, and University.
- G. Other duties and services as requested by the Museum Director, Associate Director of Research and Collections, and/or Department Chair.

Section 3: Faculty Rights

- A. Faculty members have the right to know what is required of them in their work and how that work shall be evaluated. Faculty members shall be provided with a statement of their responsibilities and shall have the right to consult on these responsibilities with the Department Chair. Faculty members shall be provided with the criteria by which they shall be evaluated upon initial appointment.
- B. All principles and procedures on which decisions regarding tenure, promotion, sabbatical leaves, salaries, salary increases and evaluations are made and all results of those decisions shall be made known to the individual faculty member in a timely manner. Faculty members have the right to appeal such decisions consistent with applicable policies and procedures, in a timely manner, as well as to expect a timely reply. Records on these and other matters of faculty interest shall be readily accessible and shall be given on the request of the individual as stipulated by the United Faculty of Florida Collective Bargaining Agreement.
- C. On all matters relating to tenure and promotion, faculty members have a right to receive the results of Department votes, as well as the Department Chair's and the Museum Director's letters and recommendations.
- D. Pursuant to University policy and the United Faculty of Florida Collective Bargaining Agreement, any faculty member, upon his/her request, has the right to see any information about him/herself kept in any official files and has the right to reply in writing. These replies shall be placed in the individual's official files.

Section 4: Representative(s) to the University Faculty Senate

A. Election of Senator(s):

A slate of potential candidates for the University Faculty Senate shall be developed for the Departmental Advisory Committee by one of the Museum Senators by contacting prospective candidates in order to verify their willingness and availability to serve. The number and terms of Senators representing the Museum is prescribed by the Constitution of the University.

B. Responsibilities of Senator(s):

1. Represent the Museum in the Faculty Senate.
2. Provide faculty with an agenda and summary of minutes of University Faculty Senate meetings in a timely manner.

ARTICLE VI: The Department of Natural History Staff

Section 1: The Department of Natural History Staff

- A. The Department staff of the Museum shall consist of all line positions. These employees are of the rank of University Support Personnel System (USPS) or Technical, Executive, Administrative, and Managerial Support (TEAMS.) Department staff may hold either a full-time or part-time line position in the Museum. These staff members shall have voting rights as defined in these bylaws. (See Policy 2.)
- B. Temporary hires include the positions of Temporary Hire and Other Personnel Services (OPS). Employees are at the rank of regular OPS or OPS Student Assistants. All OPS positions are temporary hires. The rights and privileges of regular OPS appointments shall be specified at the time of the appointment. Temporary Hires and individuals with regular OPS appointments may not vote on Department matters, including but not limited to, matters of policy and funding, or participate in Department governance. OPS Student Assistants shall not be granted any rights and privileges beyond those granted by the University and may not vote on Department matters. (See Policy 2.)

Section 2: Department of Natural History Staff Responsibilities

- A. The responsibilities of the Department Staff shall include:
1. Responsibilities and duties as specified in individual job descriptions.
 2. General responsibilities related to being a University USPS/TEAMS, TEMPORARY HIRE/OPS employee regulated by the University Florida of Human Resources (UFHR.)
 3. Adherence to museum best practices and standards as promulgated by the American Alliance of Museums.
- B. Department Staff also shall, if permitted under the terms of their hire and if approved by their immediate supervisor(s), departmental head, and/or Museum Director, as appropriate:
1. Assist in general Museum and departmental matters (including governance) by attending meetings, serving on committees, and voting (when permitted by the bylaws) on issues of concern to the Museum and the Department.

2. Educate University students (both undergraduate and graduate) and others through teaching, supervising independent studies, and supervising thesis and dissertation research when appropriate.
3. Serve on Museum, University and Community Partner committees.
4. Comply with international, national, state, and local laws and regulations, including but not limited to those of the United States government, State of Florida, and University.
5. Other services as needed.

Section 3: Department of Natural History Staff Rights

- A. General rights related to being a University USPS/TEAMS and TEMPORARY HIRE/OPS employee are regulated by the University of Florida Human Resources (UFHR.)
- B. Department Staff members have the right to know what is required of them in their work. Department Staff members shall be provided with a statement of their responsibilities and duties and shall have the right to consult on these responsibilities and duties with their supervisor.
- C. Department Staff members have the right to know how their work shall be evaluated. USPS/TEAMS members shall be provided with the criteria by which they shall be evaluated upon initial appointment and annually thereafter. TEMPORARY HIRE/OPS shall be evaluated as deemed appropriate by their supervisor. If evaluated, regular TEMPORARY HIRE/OPS shall be provided with the criteria by which they shall be evaluated in a timely manner prior to their evaluation. There is no formal evaluation of TEMPORARY HIRE/OPS student assistants.
- D. All principles and procedures on which decisions regarding promotion, salaries, salary increases and evaluations are made and all results of those decisions shall be made known to the individual Department Staff member in a timely manner. Department Staff members have the right to appeal such decisions consistent with applicable policies and procedures, in a timely manner. Records on these and other matters of staff interest shall be readily accessible and shall be given on the request of the individual as provided by law.
- E. Pursuant to University policy, any Department Staff member, upon his/her request, has the right to see any information about him/herself kept in any official files and has the right to reply in writing. These replies shall be placed in the individual's personnel files.
- F. Department Staff members have the right to participate in departmental and Museum staff meetings, and departmental and Museum meetings associated with their job responsibilities and duties.
- G. Department Staff members have the right to participate on Department- or Museum-related committees if appointed by committee chairs, departmental heads, or the Museum Director, and approved by their immediate supervisor.
- H. Collections Managers/Scientific Staff members have the right to appoint one to two Collections Managers/Scientific Staff representative(s) to attend faculty meetings as a non-voting member.
- I. Collections Managers/Scientific Staff members have the right to appoint representative(s) to attend other special departmental meetings as voting or non-voting members as defined in the bylaws.

- J. Collections Managers/Scientific Staff members have the right to participate in and vote for departmental head appointments where appropriate, following procedures defined in the bylaws.
- K. Collections Managers/Scientific members have the right to participate in and vote for faculty and USPS/TEAMS staff hires where appropriate, following procedures defined in the bylaws. Collections Managers/Scientific members have the right to participate in regular TEMPORARY HIRE/OPS hires where appropriate, following procedures defined by the search committees, the departmental heads, or the Museum Director.
- L. Policy proposals may be generated by any Department Staff member, standing committee, subcommittee, or ad hoc committee. Department Staff input into the development of any major departmental or Museum policies directly impacting staff responsibilities and duties shall be encouraged. Requests for Department Staff input and response shall be coordinated by the appropriate Museum/departmental head, appropriate Museum/departmental committee chairs, or the Museum Director.

Section 4: Promotion and Raises

- A. Promotion for all USPS/TEAMS Department Staff is governed by the regulations and procedures established by the University of Florida Human Resources (UFHR). Promotions may occur when an employee moves to a position with a higher pay grade, or when an employee's current position is reclassified by UFHR. Promotions do not always assure a raise in pay. Due to the nature of the definition and structure of TEMPORARY HIRE/OPS positions by the University, TEMPORARY HIRE/OPS personnel are not eligible for promotion.
- B. Available funds for USPS/TEAMS merit raises are distributed by the Department of Natural History Chair at his/her discretion.

ARTICLE VII: Faculty, Collections Managers/Scientific Staff, and Special Departmental Meetings

Section 1: Faculty Meetings

- A. At least four Department faculty meetings shall be scheduled during the regular academic year from August through May, or more often as needed.
- B. One to two non-voting collections managers/scientific staff representative(s) shall be appointed by collections managers/scientific staff consensus (>50% affirmative vote) to attend faculty meetings.
- C. One to two non-voting graduate student representative(s) shall be appointed by the Museum's graduate student body (>50% affirmative vote) to attend faculty meetings. The graduate student representative(s) shall not serve more than 1 year.
- D. Except in cases of emergency, faculty shall receive notice of meetings and agendas for meetings at least 48 hours in advance.
- E. The agenda shall be set by the Department Chair, who may invite input from the Departmental Advisory Committee and the faculty.
- F. The agenda shall include reports from all standing committees, from the Faculty Senate, and from any ad hoc committees.

- G. The agenda shall include an opportunity for faculty input during the meeting. Comments by any one individual shall be limited to agenda items, and to the amount of time set by the Meeting Chair prior to the start of the discussion.
- H. A quorum for meetings of the faculty shall be >50% of the voting faculty. Proxies shall be recognized.
- I. Meetings shall follow Robert's Rules of Order, revised.
- J. Minutes of meetings shall be recorded and posted no later than 48 hours prior to the next faculty meeting.
- K. There shall be an annual report to the faculty regarding the state of the Department including expenditures and budget.
- L. Policy proposals may be generated by any faculty member, standing committee, subcommittee, or ad hoc committee. The Department Chair shall place the proposal on the agenda for a faculty meeting or route the proposal to the appropriate committee.
- M. Any major departmental policy proposal including, but not limited to, the Museum Strategic Plan and Collections Policy requires a two-thirds majority affirmative vote by the eligible voting faculty. Collections managers/scientific staff input into development of any major departmental policies directly impacting collections managers/scientific staff responsibilities and duties or related to the curation and exhibition of collections shall be permitted. Requests for collections managers/scientific staff input and response shall be coordinated by and reported to the faculty by the Department Chair or by departmental committees.

Section 2: Collections Managers/Scientific Staff Meetings

- A. At least four Department non-faculty collections managers/scientific staff meetings shall be scheduled during the regular academic year from August through May, or more often as needed.
- B. Except in cases of emergencies, collections managers/scientific staff shall receive notice of meetings at least 48 hours in advance.
- C. The agenda shall be set by the Department Chair or the Museum Director depending on who called the meeting.
- D. The agenda shall include reports from institute and/or center heads and standing and ad hoc committees as needed.
- E. The agenda shall include an opportunity for collections managers/scientific staff input during the meeting. Comments by any one individual shall be limited to agenda items, and to the amount of time set by the Meeting Chair prior to the start of the discussion.
- G. A quorum for meetings of the collections managers/scientific staff shall be >50% of the voting collections managers/scientific staff. Proxies shall be recognized.
- H. Meetings shall follow Robert's Rules of Order, revised.
- I. Minutes of meetings shall be recorded and posted no later than 48 hours prior to the next faculty meeting.
- J. Collections managers/scientific staff input into development of any major departmental policies directly impacting collections managers/scientific staff responsibilities and duties or related to the curation and exhibition of collections shall be permitted. Requests for collections managers/scientific staff input and response shall be coordinated by and reported to the faculty by the Department Chair or by departmental committees.

Section 3: Special Meetings

- A. Special meetings may be called by the Museum Director, Associate Director of Research and Collections, Department Chair, or by petition by one or more of the eligible voting faculty.
- B. General departmental collections managers/scientific staff meetings, including both faculty and collections managers/scientific staff, may be scheduled as needed.

ARTICLE VIII: Department Committees

Section 1: Authority

The departmental committees shall carry out duties prescribed by the bylaws.

Section 2: General Rules

- A. Committees shall meet as needed to carry out their duties.
- B. Committees shall report on recent activities at each monthly faculty and collections manager's/scientific staff's meeting.
- C. Chairs of standing committees may establish ad hoc committees to accomplish specific tasks.
- D. A quorum is a two-thirds majority of the committee members.
- E. Committee decisions are advisory to the Department Chair.

Section 3: Standing Committees

- A. Departmental Advisory Committee
- B. Awards Committee
- C. Department Bylaws Committee
- D. Bulletin Committee
- E. Collections and Space Committee
- F. Digitization Committee
- G. Department Diversity, Equity, and Inclusion Committee
- H. Seminar Committee
- I. University Teaching Committee
- J. Department Website Committee

Section 4: Standing Committee Membership

- A. Each faculty member (both tenure track and non-tenure accruing) and collections manager shall provide a list to the Department Chair of committees on which he/she wishes to serve.
- B. Scientific staff are eligible to serve on Department committees, but are not required to do so. If interested, they may provide a list to the Department Chair of the committees on which they wish to serve.
- C. Graduate students associated with the Department are eligible to serve on Department committees, except where such service would create a conflict of interest. They are not required to do so, however. If interested, they may nominate themselves or be nominated

for committee's of interest with student representative. Nominations may be solicited, and should be sent to the Department Chair and Florida Museum Student Association. Nominees will be voted on by the graduate students to determine representatives. All student committee service is advisory to the Departmental Chair. Graduate students associated with the Department are eligible to serve on Departmental committees, except where such service would create a conflict of interest. If interested, they may nominate themselves or be nominated for committees with student representatives. Nominations may be solicited and should be sent to the Department Chair and Florida Museum Student Association. Nominees will be voted on by the graduate students to determine who serves on each committee. All student committee service is advisory to the Department Chair.

- D. The Department Chair shall assign members to standing committees based on their preferences, on needs for particular expertise, and in the interest of assuring that each division of the Department (Anthropology, Interdisciplinary, Neontology, Paleontology) is represented on each committee to the extent feasible. Representatives from the Department of Exhibits and Public Programs may be appointed to committees as appropriate. Any vacancy shall be filled by appointment of the Department Chair.
- E. In identifying who might be selected for a committee, activities and people affected by its work should be considered. When possible, committees should contain multiple persons representing multiple forms of diversity. Diverse representation of gender, indigeneity, ethnicity/"race", age, power and position (social/administrative/economic/tenure), disability, and sexuality should be strived for. When this is not possible, for critical issues identified by the committee, additional attention should be paid to soliciting and seriously considering and integrating marginalized views, including consulting resources and experts from outside the committee.
- F. Once a standing committee has been appointed, the members shall appoint a committee chair or the Department Chair may appoint a chair. Each Standing Committee Chair is responsible for calling meetings and reporting at monthly faculty meetings. One member (not necessarily the Committee Chair) of each standing committee shall report at monthly collections managers/scientific staff meetings.
- G. Committees may petition the Department Chair to add or remove members. Members may be removed for lack of attendance, conflict of interest issues, conflicts with other committee members, or other reasons deemed applicable by the Committee Chair, other committee members, and/or the Department Chair.
- H. All committee members are voting members.

Section 5: Terms of Office for Standing Committees

- A. Terms of service for chairpersons and committee members shall normally begin on Sept. 1.
- B. All members shall serve for three years from the time they were appointed (including those members chosen to fill vacated positions) and may be reappointed as often as needed.
- C. Individuals chosen to serve on the committee may decline the request.
- D. Members may resign from the committee by submitting their resignation in writing to the Committee Chair at any time. They also may decline reappointment to a new term, verbally or in writing, if so desired.

- E. Terms of individual members shall be staggered to the extent possible so that some experienced members remain on the committee as new members rotate onto the committee.
- F. When a vacancy opens any eligible member with preference to the former member's division (Anthropology, Interdisciplinary, Neontology, Paleontology) may put his/her name on the ballot. Vacancies may occur when a current member takes a sabbatical or a leave of absence.

Section 6: Ad Hoc Committees

- A. Ad hoc committees may be established by standing committees, by the Associate Director of Research and Collections, the Department Chair, or by a two-thirds majority affirmative vote of the faculty present at a faculty meeting. The committee shall report to and be accountable to the appointing body's chair.
- B. The charge and date of completion of the task must be designated in writing by the appointing body's chair when the committee is established.
- C. Ad Hoc Committees:
 - 1. Nominating Committee (for Department Chair, Departmental Advisory Committee, and other offices to be filled as needed)
 - 2. Faculty Search Committee
 - 3. Staff Search Committee
 - 4. Department Strategic Planning Committee

Section 7: Ad Hoc Committee Membership

- A. The manner in which members shall be selected and vacancies filled must be designated by the appointing body's chair when the committee/task force is established.
- B. In identifying who might be selected for a committee, activities and people affected by its work should be considered. When possible, committees should contain multiple persons representing multiple forms of diversity. Diverse representation of gender, indigeneity, ethnicity/ "race", age, power and position (social/administrative/economic/tenure), disability, and sexuality should be strived for. When this is not possible, for critical issues identified by the committee, additional attention should be paid to soliciting and seriously considering and integrating marginalized views, including consulting resources and experts from outside the committee.
- C. Once a committee has been appointed, the members shall appoint a committee chair or the appointing body's chair may appoint a chair. The Ad Hoc Committee Chair is responsible for calling meetings and reporting to the appointing body's chair.
- D. Committees may petition the appointing body's chair to add or remove members.
- E. Members may be removed for lack of attendance, conflict of interest issues, conflicts with other committee members, or other reasons deemed applicable by the Committee Chair, other committee members, and/or the appointing body's chair.
- F. All committee members are voting members.

Section 8: Terms of Office for Ad Hoc Committees

- A. Terms of service for chairpersons and committee members shall begin as soon as the ad hoc committee is appointed.
- B. Terms of service cease when the assigned task is completed.
- C. Individuals chosen to serve on the committee may decline the request.
- D. Members may resign from the committee by submitting their resignation in writing to the Committee Chair at any time.

ARTICLE IX: Standing Committee: Awards Committee

Section 1: Charge

The Awards Committee will be responsible for overseeing certain competitive awards for Department students, post-docs, collection managers, and scientific staff. This includes, but is not restricted to, regular travel award competitions as budget allows to be determined by the Department Chair.

Section 2: Duties

- A. Evaluate applications and make recommendations to the Department Chair, who will make the final decision. The Awards Committee will give priority to proposals that are clearly related to Department research performed by students, post-docs, collection managers and scientific staff.
- B. The Committee should make every effort to advise all potential applicants on the rules of each competition.
- C. The Committee should ensure that internal proposal competitions advance the overall goals of promoting collections, published research and obtaining extramural funding.

Section 3: Membership

- A. See Article VIII, Section 4.
- B. In addition to members specified in Article VIII, Section 4, the Awards Committee shall consist of at least one collections manager/scientific staff member. Graduate students will not be allowed to serve on this committee due to conflict of interest.

Section 4: Terms of Office

See Article VIII, Section 5.

ARTICLE X: Standing Committee: Department Bylaws Committee

Section 1: Charge

The Department Bylaws Committee shall be responsible for updating and revising the departmental bylaws and amendments. The Department Bylaws Committee shall be responsible for drafting any new articles, sections, or amendments when necessary.

Section 2: Duties

- A. Review departmental bylaws as necessary, but at least once a year, for consistency, congruity, and conformity (the latter to ensure that the bylaws are being followed).
- B. Receive and make recommendations for appropriate changes.

Section 3: Membership

See Article VIII, Section 4.

Section 4: Terms of Office

See Article VIII, Section 5.

ARTICLE XI: Standing Committee: Bulletin Committee (BC)

Section 1: Charge

The Bulletin Committee (BC) shall be responsible for publishing the Bulletin of the Museum.

Section 2: Duties

- A. Set policies for the content and style of the Bulletin.
- B. Select editors as needed for each number and acknowledge the receipt of papers for publication.
- C. The Secretary/Treasurer shall manage the finances of the Bulletin including the endowment and acknowledge the receipt of papers for possible review and publication.
- D. Help find qualified reviewers and review manuscripts as needed.
- E. Publish in a timely manner.
- F. Fundraising as applicable.

Section 3: Duties of the Editor

- A. Identify reviewers and send out manuscripts for review.
- B. Evaluate reviews and make decisions about whether manuscripts should be accepted.
- C. Correspond with the authors.
- D. Review galley proofs in a timely manner.

Section 4: Membership

- A. See Article VIII, Section 4.
- B. The Committee Chair will work with the Editor, and is chosen as described in Article VIII, Section 4E.
- C. In addition to members specified in Article VIII, Section 4, the BC shall consist of at least one collections manager/scientific staff. At least one graduate student may be appointed to the committee at the discretion of the other committee members.

Section 5: Terms of Office

See Article VIII, Section 5.

ARTICLE XII: Standing Committee: Collections and Space Committee (CSC)

Section 1: Charge

The Collections and Space Committee (CSC) shall review and make recommendations on all issues governed by collections and space policies.

Section 2: Procedures

Decisions regarding Department collections and space issues shall be made in compliance with the Museum Collections Policy.

Section 3: Duties

- A. Formulate, update, monitor, and implement the Museum's collections policy.
- B. Formulate, update, monitor, and implement the Department's space policy.
- C. Review arising issues and requests on collections and space (including acquisitions of large collections and requests for flex space) and make recommendations according to collections and space policies.
- D. Gather and provide data about collections and space for planning.
- E. Plan and facilitate efforts for collections and space improvement.
- F. Identify new space (such as offsite storage).

Section 4: Membership

- A. See Article VIII, Section 4.
- B. In addition to members specified in Article VIII, Section 4, the CSC shall consist of at least one collections manager/scientific staff, the facilities manager, and at least one member from each of the following groups: (1) McGuire Center; (2) Anthropology; (3) Paleontology; (4) and the fluid-preserved collections (Herpetology, Ichthyology, and Invertebrate Zoology). **At least one graduate student may be appointed to the committee at the discretion of the other committee members.**

Section 5: Terms of Office

See Article VIII, Section 5.

ARTICLE XIII: Standing Committee: Digitization Committee (DC)

Section 1: Charge

The Digitization Committee (DC) shall be responsible for obtaining information from faculty, and collections managers/scientific staff to aid in making recommendations on how to improve records management and image management digitization needs within the Department.

Section 2: Duties

- A. Obtain information on current programs and software used by each collection.
- B. Determine how much storage space is currently being used and needed, as well as projected long-term growth and needs for both records and imaging digitization needs.
- C. Assist with plans for solving the long-term database needs of the Department.
- D. Research mechanisms for obtaining funding for digitization efforts.
- E. Act as a liaison with the Museum's Office of Museum Technology to achieve these objectives.

Section 3: Membership

- A. See Article VIII, Section 4.
- B. In addition to members specified in Article VIII, Section 4, the DC shall consist of at least one collections manager/scientific staff member, one representative from the Office of Museum Technology, and anyone else deemed to have expertise useful to this committee by the other committee members.

Section 4: Terms of Office

See Article VIII, Section 5.

ARTICLE XIV: Standing Committee: Department Diversity, Equity, Accessibility, and Inclusion Committee (DEAI)

Section 1: Charge

The Department is committed to representation of diversity, accessibility, inclusion, and equal opportunity. The mission of the Department Diversity, Equity, Accessibility, and Inclusion (DEAI) Committee shall be to increase awareness for the importance of diversity, equity, accessibility, and inclusion within the Department, Museum, and University communities. The DEAI will work in collaboration with other Museum departments, institutes and centers, as well as University colleges, departments and organizations for the purpose of building and supporting a diverse, accessible, and inclusive department for undergraduate and graduate students, collections managers/scientific staff, and faculty. The DEAI shall be responsible for making formal recommendations to faculty and the Chair on best practices for supporting diversity, equity, accessibility, and inclusion.

In fulfilling its mission to advance diversity, equity, accessibility, and inclusion, the DEAI seeks to establish practices that encourage hiring, retention, and promotion of people from different racial, cultural, economic, and ethnic backgrounds regardless of their sexual orientation or disability status.

Section 2: Duties

- A. Meet, as needed, to review and discuss issues requiring input and support from the DEAI.

- B. Obtain information on current departmental diversity, equity, accessibility, and inclusion needs, including concerns from undergraduate and graduate students, faculty and collections managers/scientific staff.
- C. Research and develop departmental recommendations for promoting diversity, equity, accessibility, and inclusion.
- D. Propose and/or support diversity, equity, accessibility, and inclusion-related events within the Department and across the University.
- E. Recommend or nominate persons to represent the Department at regional or national conferences focused on diversity, accessibility, and inclusion.
- F. In consultation with the Chair, propose an annual budget for DEAI initiatives (e.g., trainings, events, and programs).
- G. Form ad hoc subcommittees as necessary to accomplish its charge effectively.
- H. Make regular oral reports to chair and faculty.
- I. Before a department initiates a new search or appointment, a DEAI Committee member will meet with the chair of the Faculty Search Committee on an as needed basis to discuss recruitment, evaluation, and hiring strategies.
- J. A DEAI committee representative will meet with the Department Chair annually to discuss recruitment strategies based on departmental goals regarding students, collections managers/scientific staff, and faculty diversity.

Section 3: Membership

- A. See Article VIII, Section 4.
- B. In addition to members specified in Article VIII, Section 4, the DEAI shall consist of at least one collections managers/scientific staff and at least one graduate student. At least one post-doc shall be appointed to the Committee at the discretion of the other committee members.

Section 4: Terms of Office

See Article VIII, Section 5.

ARTICLE XV: Standing Committee: Seminar Committee (SC)

Section 1: Charge

The Seminar Committee (SC) shall be responsible for coordinating the Museum seminar series, including any special seminars.

Section 2: Procedures

- A. The Department Seminars are scheduled once a week, during the fall and spring semesters.
- B. The Department Seminars feature faculty, collections managers/scientific staff, and postdoctoral researchers from the Museum, as well as other University faculty and invited scientists and faculty from other institutions.

- C. A faculty member being considered for tenure and/or promotion shall present a Department Seminar before consideration for this advancement.
- D. Student recipients of Museum awards (e.g., the Austin and Bullen awards) should be encouraged to present a seminar after they receive an award.

Section 3: Duties

- A. Recommends a seminar budget and coordinates with the Department Chair and assistant to the Department Chair.
- B. Recruit and coordinate speakers.
- C. Facilitate speaker's travel arrangements, if necessary.
- D. Arrange for the seminar room and ensure that it is properly set up.
- E. Introduce speaker or find host to introduce speaker.
- F. Enlist the assistance of the Program Assistant to help with these duties.

Section 4: Membership

- A. See Article VIII, Section 4.
- B. In addition to members specified in Article VIII, Section 4, the SC shall consist of at least one collections manager/scientific staff. At least one graduate student may be appointed to the committee at the discretion of the other committee members.

Section 5: Terms of Office

See Article VIII, Section 5.

ARTICLE XVI: Standing Committee: University Teaching Committee (UTC)

Section 1: Charge

The University Teaching Committee (UTC) shall be responsible for all issues pertaining to teaching done by our faculty and collections managers/scientific staff at the University, and to all issues related to graduate and undergraduate student training.

Section 2: Duties

- A. Evaluate all requests by other academic departments for assistance with teaching.
- B. Provide Chair and/or Associate Chair with information as needed related to both teaching commitments and student mentoring by faculty in affiliated departments at the University.
- C. Solicit and evaluate proposals for the Austin and Bullen awards.
- D. Consider ways of improving and facilitating the academic environment and education of graduate students at the Museum.
- E. Coordinate rotating exhibits focused on student research for display in the exterior window unit(s) at Dickinson.
- F. Coordinate annual competition for best student poster exhibit displayed at Dickinson Hall.

- G. Organize a Spring and a Fall event to bring together students and other museum researchers.
- H. Help maintain student-focused webpages on the Museum's website.
- I. Help promote undergraduate student involvement in research at the Museum, including organizing or contributing to events for undergraduate students.
- J. Where necessary, coordinate the nomination of Museum students or submission of applications from students associated with the Museum to University-wide awards and programs.

Section 3: Membership

- A. See Article VIII, Section 4.
- B. In addition to members specified in Article VIII, Section 4, the UTC shall consist of at least one collections manager and one graduate student currently advised by faculty in the Museum. One representative from the Museum's Department of Exhibits and Public Programs, and one undergraduate student involved in research at the Museum may also be appointed to the Committee at the discretion of the other committee members.

Section 4: Terms of Office

See Article VII, Section 5.

ARTICLE XVII: Standing Committee: Department Website Committee (WC)

Section 1: Charge

The Department Website Committee shall be responsible for overseeing the development, review, update, and revision of a Department of Natural History gateway website to exist within the framework of the Museum's website.

Section 2: Duties

The duties include a wide range of website-related and content-related activities that may necessitate or even require active participation from other members or structures of the Department. It is the task of this committee to provide recommendations to the Department Chair regarding the most effective implementation of website-related duties. Specific duties include, but are not limited to:

- A. Create, review, update, and revise as necessary the Department of Natural History website gateway.
- B. Create and maintain the front page of the gateway, including development of a front page statement aimed at academic peers, funding agencies, and prospective students.
- C. Identify and update highlights to be posted on the front page.
- D. Maintain links that will provide access to relevant content.
- E. Maintain high visibility of the gateway on the Museum's main website.
- F. Develop a strategy for soliciting highlights from Department of Natural History faculty and collections managers/scientific staff on a regular basis to ensure currency of the website.

- G. Work in cooperation with collections managers/scientific staff as well as staff from the Museum's Office of Museum Technology.

Section 3: Membership

- A. See Article VIII, Section 4.
- B. In addition to members specified in Article VIII, Section 4, the WC shall consist of at least one collections manager/scientific staff and one representative from the Museum's Office of Museum Technology. At least one graduate student may be appointed to the Committee at the discretion of the other committee members.

Section 4: Terms of Office

See Article VIII, Section 5.

ARTICLE XVIII: Ad Hoc Committee: Nominating Committee

Section 1: Charge

The Nominating Committee shall prepare a slate of candidates for the Department Chair, the Departmental Advisory Committee, and other offices to be filled as needed.

Section 2: Duties

- A. Prepare a slate of candidates for the positions to be filled.
- B. The faculty and/or collections managers/scientific staff must be notified of the slate of candidates at least one week prior to the election.
- C. Prepare and provide a ballot to the Program Assistant.
- D. Results of the election shall be posted as soon as possible.

Section 3: Membership

See Article VIII, Section 7.

Section 4: Terms of Office

See Article VIII, Section 8.

ARTICLE XIX: Ad Hoc Committee: Faculty Search Committee

Section 1: Charge

A Faculty Search Committee shall conduct searches for qualified faculty in accordance with current University rules. The Chair of the Search Committee shall be appointed by the Department Chair.

Section 2: Duties

- A. Conduct searches for qualified faculty in accordance with the United Faculty of Florida Collective Bargaining Agreement.
- B. The Search Committee Chair shall consult with a representative of the Department DEAI Committee on recommendations for equitable and inclusive position descriptions, recruitment, evaluation, and interviews.
- C. With the assistance of the Museum's Office of Budget and Human Resources (BHR), and with input from and approval by the Department Chair and Museum Director, write the advertisement for the position.
- D. With the assistance of the Program Assistant, post the advertisement in appropriate publications and electronic media.
- E. The Search Committee Chair and members shall complete additional trainings on implicit bias and equity or required by the Department Chair in consultation with the Department DEAI committee.
- F. Screen applicants based on their qualifications.
- G. With the assistance of the Program Assistant, notify the applicants who do not meet the minimum qualifications for the position.
- H. With the assistance of the Program Assistant, make search packets available to faculty and collections managers/scientific staff for review.
- I. Review candidate files and prepare the priority list.
- J. With the assistance of the Program Assistant, carry out any necessary correspondence with candidates that are eliminated after preparation of the priority list.
- K. With the assistance of the Program Assistant, carry out any necessary correspondence with candidates chosen for interviews.
- L. Upon recommendation of the faculty, assist the Department Chair during the interview process.
- M. Close the search. The Search Committee Chair informs the candidates in writing that the search is closed.

Section 3: Membership

- A. See Article VIII, Section 7. In addition, according to 12.2(c) of the United Faculty of Florida Collective Bargaining Agreement, no less than 3/4ths of the committee's members shall be Department faculty members.
- B. The Search Committee shall consist of at least three faculty members, one collections managers/scientific staff member, and one graduate student representative appointed by the Department Chair. The Search Committee Chair shall be appointed from within the committee membership by the Department Chair. The Department Chair will serve as a non-voting, ex-officio member.
- C. External faculty members (faculty and/or staff from other departments of the Museum and/or appropriate University colleges or departments) may be appointed to the Committee, at the discretion of the Department Chair. External committee members have the same voting privileges as relevant departmental faculty committee members for decisions regarding candidate interviews and recommended hires.
- D. The Search Committee Chair has the responsibility of assembling the committee with the approval of the Department Chair and faculty (>50% affirmative majority faculty vote).

Section 4: Terms of Office

See Article VIII, Section 8.

ARTICLE XX: Ad Hoc Committee: Collections Managers/Scientific Staff Search Committee

Section 1: Charge

The Collections Managers/Scientific Staff Search Committee shall conduct searches for qualified collections managers/scientific staff in accordance with current University rules.

Section 2: Duties

- A. Conduct searches for qualified collections managers/scientific staff.
- B. The Search Committee Chair shall consult with a representative of the Department DEAI Committee on recommendations for equitable and inclusive position descriptions, recruitment, evaluation, and interviews.
- C. The Search Committee Chair and members shall complete additional trainings on implicit bias and equity required by the Department Chair in consultation with the Department DEAI committee.
- D. With the assistance of the Museum's Office of Budget and Human Resources (BHR), write the advertisement for the position.
- E. With the assistance of the Program Assistant, post the advertisement in appropriate publications and electronic media.
- F. Screen applicants based on his/her qualifications.
- G. With the assistance of the Program Assistant, notify the applicants who do not meet the minimum qualifications for the position.
- H. With the assistance of the Program Assistant, make search packets available to the collections managers/scientific staff and faculty for review.
- I. With the assistance of the Program Assistant, carry out any necessary correspondence with candidates chosen for interviews.
- J. Upon recommendation of the collections managers/scientific staff and faculty, assist the Department Chair during the interview process.
- K. Close the search. The Search Committee Chair informs the candidates in writing that the search is closed.

Section 3: Membership

- A. See Article VIII, Section 7.
- B. The Search Committee shall consist of the position supervisor, at least one faculty member from within the relevant division (if the position supervisor is not faculty), and one collections managers/scientific staff member from outside of the relevant division. **One graduate student may serve on the committee if deemed appropriate by the Search Committee Chair in consultation with the Department Chair.** The Search Committee Chair shall be the position supervisor. The Department Chair will serve as a non-voting, ex-officio member.

- C. External members (either from other Museum departments, from within or from outside the University) may be appointed to the Committee, and, if so appointed, shall be eligible to vote.

Section 4: Terms of Office

See Article VIII, Section 8.

ARTICLE XXI: Ad Hoc Committee: Department Strategic Planning Committee

Section 1: Charge

The Strategic Planning Committee shall be responsible for the development of a five-year plan with short- and long-term objectives. This plan shall reflect the four core principles on which the Museum's mission is based: collections, research, education, and serving the public trust.

Section 2: Duties

- A. Gather and provide data from various divisions within the Department of Natural History.
- B. Review arising issues and requests related to collections and research during the preceding five years.
- C. Formulate, update and develop the five-year Strategic Plan.

Section 3: Membership

See Article VIII, Section 7.

Section 4: Terms of Office

See Article VIII, Section 8.

ARTICLE XXII: Department Clarifications of University Criteria

The University and United Faculty of Florida (UFF) have agreed to delegate to the faculty of appropriate units, in specific instances and within specified parameters, the development of discipline-specific clarifications of University criteria for tenure, promotion, merit salary increases, market equity salary increases, and performance evaluations. The following clarifications of University criteria apply only to faculty in the UFF bargaining unit as specified in Article 9 of the United Faculty of Florida Collective Bargaining Agreement and clarified in other relevant sections.

Section 1: State Mandate

The use of scientific collections in research, education, and outreach is at the core of the scholarly mission of the Department and the mandate of the Museum from the State of Florida per Policy 8, Section 4, B.

Section 2: General Expectations

- A. The Department is dedicated to creating a diverse community of faculty who are leaders in their respective areas of research. We expect our faculty to make research contributions that advance the fields of scholarship in which they work. This policy addresses the basis for evaluation, promotion, and tenure in the Department.
- B. The responsibilities and expectations may differ between tenure-track and non-tenure accruing faculty and will relate to the annual assignment of duties for individual faculty.
- C. The Department is dedicated to excellence in teaching and training the next generation of scholars at both the graduate and undergraduate levels.
- D. The Department is dedicated to service in support of the mission of the Department, the Museum, the University, the State of Florida, and the broader scientific community. We expect our faculty to participate actively in service that enhances our departmental and institutional missions. For those faculty that serve as curators of Museum collections, service to the Department includes a dedication to the curation and use of scientific collections, and promotion of these resources in research, education and outreach to the general public. We expect our faculty to be leaders who oversee the growth and use of these collections for generations to come, including novel approaches and tools for research, teaching, and outreach.

Section 3: Peer Committee Evaluation

- A. The Departmental Advisory Committee shall serve as a peer committee assisting the Chair in annual and sustained performance evaluations.
- B. The Departmental Advisory Committee shall consider all matters relating to faculty tenure and promotion.
- C. The Departmental Advisory Committee shall review all faculty candidates for appointment at ranks of assistant curator or higher, or appointment with tenure. Upon a >50% affirmative vote by tenured faculty, a candidate shall be moved forward for consideration. The Departmental Advisory Committee shall then meet with the Department Chair and Museum Director to provide their assessments.
- D. Mandate and composition of the Departmental Advisory Committee are outlined in Article IV, Section 5.

Section 4: Tenure and Promotion

- A. Tenure and promotion within the Museum are governed by Article III of the University Constitution, University of Florida rules found in the Florida Administrative Code, and the United Faculty of Florida Collective Bargaining Agreement.
- B. The granting of tenure and/or promotion in the Department is based upon the expectation and promise of continued excellence by the candidate for the remainder of their career. Tenure and promotion will be recommended by the Department if the candidate shows strong promise of a continuing record of scholarly excellence, strong teaching and mentoring performance, meaningful service contributions, and curatorial leadership. A

favorable decision on tenure and promotion requires strong evidence of contributions, impact, and recognition in (1) research, (2) teaching and mentoring, and (3) service, the last of which includes contributions to the curation and promotion of physical and digital collections when relevant. Excellence in these domains must be demonstrated by a distinguished and high quality of their body of work in each domain.

- C. Tenure and promotion require distinction in at least two of the above categories listed in B, one of which is designated as the faculty member's primary responsibility, as specified in the assignment of duties.
- D. Reviews of nominations for tenure and promotion must show that a comparison was made of the applicant's performance with that of appropriate counterparts, nationally and internationally.
- E. The Department will initiate a midterm review of each tenure-accruing faculty member toward the end of the faculty member's third year. The Department Chair and the faculty will define the departmental review process, which will include, at a minimum, a substantive assessment of an updated curriculum vitae, teaching evaluations of the faculty member, and, when relevant, their curatorial contributions. The tenured faculty in the Department shall review the progress of the faculty member and provide input to the Department Chair, who shall share this information with the faculty member. The Museum Director also shall review the faculty member's record and provide an assessment.
- F. Tenure is attained through distinction in research scholarship, teaching and mentoring, and/or service, including curatorial duties when relevant, to the University and the profession. The granting of tenure is a more critical action than promotion, for it represents a long-term commitment by the University to the individual. The decision to award tenure represents a positive evaluation of the faculty member's total value to the University and potential for the future as evidenced by productivity in areas of distinction defined below.
- G. A "tenure probationary period" defines the period of academic service in a tenure-accruing position by the end of which the faculty member must be recommended for tenure or given notice of non-renewal. The tenure probationary period for the Florida Museum of Natural History is six years, although faculty may apply for tenure prior to the end of this probationary period if they feel they are ready.
- H. University criteria recognize three broad categories of academic responsibilities. In most cases, tenure or promotion requires "distinction" in two of the three categories, one of which shall be designated as the faculty member's primary responsibility.
- I. Distinction is defined as national and/or international recognition as reflected by: letters of support from scholarly peers solicited by the Department Chair; a body of scholarly work including peer-reviewed research publications in national or international outlets; a positive record of both teaching and mentoring; acquisition of extramural funding in support of research, education, outreach, or curation of scientific collections; awards and other forms of recognition by the Museum, University, and scholarly societies; and, when relevant, leadership of the curation of Museum collections under their care.
- J. Department clarifications of the three categories are as follows:
 - a) **Instruction**, including regular classroom teaching, may include, but is not limited to:
 - Served on graduate student committees, including as chair of those committees.
 - Supervised students in teaching or research courses.

- Mentored or advised undergraduate or graduate students and/or postdoctoral associates.
 - Taught undergraduate courses with substantial enrollment.
 - Taught formal graduate courses with reasonable enrollment.
 - Received favorable student evaluations in undergraduate and graduate courses.
 - Prepared or taught a formal new course.
 - Wrote a textbook, manual, or handbook for teaching purposes.
 - Incorporated new teaching methods, tools, or approaches.
 - Developed new curricula that utilize physical or digital collections.
 - Received an award or honor for teaching excellence.
 - Taught courses with lab, field, and/or collections work.
 - Utilized collections in teaching courses and mentoring students.
- b) **Research** or other creative activities, may include, but are not limited to:
- Published, or had accepted for publication, papers or reviews in refereed journals.
 - Published, or had accepted for publication, a book, textbook, or monograph.
 - Published, or had accepted for publication, chapter(s) in an edited book.
 - Created software for use in research.
 - Obtained, held, or applied for competitive grants and/or contracts.
 - Obtained a patent.
 - Edited a journal(s) and/or book(s).
 - Conducted field research, including that which results in new accessions to collections.
 - Conducted collections-based research based on material at the Museum and/or other institutions.
 - Developed new approaches or tools that utilize physical or digital collections.
 - Contributed new data to collections through digitization, teaching and mentoring, and/or efforts involving the public.
 - Presented papers or invited symposia at scientific meetings.
 - Presented invited seminars at peer institutions.
 - Made major contributions to community-recognized web-resources, databases, and tools.
 - Received an award or honor for research excellence.
- c) **Professional or public service**, which includes a dedication to the use of and state-mandated curation of Museum collections, may include, but are not limited to
- Served as chair of a department, college, or university committee.
 - Served on a department, college, or university committee.
 - Held a department, college, or university administrative appointment.
 - Played a role in improving public school education.
 - Undertook significant educational outreach.
 - Organized or helped to organize a professional symposium or meeting.
 - Acted as a reviewer for refereed journals or academic presses.
 - Acted as a reviewer or panelist on proposals for extramural agencies.
 - Held office in a scientific society.
 - Served as an editor of an academic journal.

- Served on the editorial board of an academic journal.
- Chaired a program section at a professional meeting.
- Served scientific, governmental, industrial, or educational agencies.
- Received an award or honor for service excellence.

Section 5: Annual Evaluations

- A. Annual evaluations are provided by the Department Chair with guidance from the Departmental Advisory Committee.
- B. The Department rating categories for annual evaluation are Satisfactory and Unsatisfactory. Satisfactory performance rating is based on the fulfillment of annual assignment of duties in the categories of (1) research, (2) teaching and mentoring, and (3) service. Additional activities considered for satisfactory performance beyond the assignment of duties include activities in research, teaching, and service clarified in Article XXII, Section 4, J.

Section 6: Sustained Performance Evaluations

Tenured faculty members shall receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance during the previous six years of assigned duties and to encourage continued professional growth. A faculty member who has received satisfactory annual evaluations during four or more of the previous six years, including one or more of the previous two years, shall be rated satisfactory in the sustained performance evaluation. A performance improvement plan shall be developed for those faculty whose performance is deemed unsatisfactory in one or more categories of assigned duties.

Section 7: Salary Increases

- A. Merit increases are determined using criteria that have been established by the faculty, Department Chair, and Museum Director consistent with the terms and provisions of the United Faculty of Florida Collective Bargaining Agreement.
- B. Market Equity is defined as salaries that reflect inversion (where professors are paid less than incoming professors of the same rank) or compression (where raises have not kept pace with rising starting salaries). Salaries below the average for lower ranks at the Museum and with equivalent 9-month positions at the University (e.g., colleagues in biology, anthropology, geology, among others) are evidence for potential inequities. Market Equity should also consider possible inequities associated with particular classes of individuals (e.g., gender, minority status). Long-term inequities in faculty salary will be addressed by the Department Chair in consultation with the Department Advisory Committee.
- C. The Department Chair is responsible for assigning faculty merit rankings upon which faculty merit raises are determined. The ranking is based on performance of annual assignment of duties, additional information related to awards and other national or international recognition, and input from the Departmental Advisory Committee. (See Article XXI, Section 3.) The process results in a numerical performance-based Merit Rank in one of five categories: 1–Excellent, performance far exceeds expectations; 2–Very Good, performance exceeds expectations; 3–Satisfactory, performance meets

expectations; 4–Acceptable, performance can be improved in one or more categories; 5–Unsatisfactory, performance fails to meet expectations.

- D. In order to ensure an equitable procedure, merit is based on an absolute amount of money and not on a percentage of an individual's salary.
- E. First, the FTE is considered for each faculty. For most faculty the FTE is 1.0, though there are exceptions.
- F. Next, the relative “monetary units” are assigned to each of the faculty as $(5 - \text{Merit Rank}) * \text{FTE}$. The first term flips the scale so that a faculty member with a "1" ranking (the highest) gets a "4" in monetary units. The second term weights by the FTE (i.e., a faculty member on 0.5 FTE gets half the total amount as a faculty member on 1.0 FTE [all else being equal]). In this way, merit is based on an absolute amount of money and not on a percentage of a faculty member’s salary.
- G. Following the calculation of “monetary units,” a temporary allocation of the merit pool to faculty is assigned in proportion to their merit score.
- H. Discretionary funds are provided by using 95% of the merit pool allocation for the base merit amount. This provides the Chair with approximately 5% of the merit pool to assign at their discretion.

ARTICLE XXIII: Adoption of the Bylaws

- A. The Department Bylaws Committee in consultation with the Department Chair and the Museum Director shall call a special meeting of the Department faculty and collections managers/scientific staff to discuss the draft bylaws.
- B. A final draft of the bylaws shall be prepared and provided to all members of the Department faculty and collections managers/scientific staff. No earlier than two weeks and no later than four weeks after dissemination of the final draft, a vote by the eligible Department faculty and collections managers/scientific staff shall be taken to adopt or reject the bylaws.
- C. The vote shall take place in a publicly noticed meeting and shall be by “show of hands” via an in-person meeting or other form of electronic voting, only if the eligible voting Department faculty and collections managers/scientific staff are satisfied that such means include functionality designed to prevent duplicate and unauthorized submissions. Adoption of these bylaws shall require the affirmative vote of a two-thirds majority of eligible voting Department faculty and collections managers/scientific staff as defined in these bylaws, as well as approval by the Department Chair and Museum Director.
- D. If the Department Chair and eligible voting faculty and collections managers/scientific staff are unable to reach agreement on an issue, both the Chair’s proposal on that issue and the proposal approved by a >50% majority of eligible voting Department faculty and collections managers/scientific staff shall be submitted to the Museum Director for resolution.
- E. Only affected in-unit Department faculty are eligible to vote on provisions relating to tenure, promotion, merit salary increases, market equity salary increases, and performance evaluations. These provisions shall be approved by a >50% majority vote of all in-unit eligible voting Department faculty. (See Policy 2 for voting and non-voting faculty). The vote shall take place in a publicly noticed meeting and shall be by “show of hands” via an in-person meeting or other form of electronic voting, only if the eligible voting Department faculty and collections managers/scientific staff are satisfied that such means include functionality designed to prevent duplicate and unauthorized submissions.

The totals of yes or no shall be recorded in the minutes of the meeting. The proposed bylaws shall be forwarded for approval to the Museum Director. Any disagreement between the Museum Director and Department faculty will be negotiated and decided in the manner and time frame specified in United Faculty of Florida Collective Bargaining Agreement, Article 9.2.

- F. A copy of the bylaws shall be kept on file in the Department office, as well as posted on the Museum’s website. A copy of the bylaws shall also be provided to the United Faculty of Florida.

ARTICLE XXIV: Effective Date

These bylaws shall become effective upon written notice from the Museum Director. Such notice must be given within two weeks after the date that the bylaws have been adopted. Changes in criteria for tenure and promotion shall not become effective until one year following adoption of the changes, as set forth in the United Faculty of Florida Collective Bargaining Agreement.

ARTICLE XXV: Amendments

Once adopted, no provision of the bylaws altering a term or condition of employment shall be unilaterally altered or suspended, except pursuant to Chapter 447, Part II, Florida Statutes. Amendments to the bylaws may be suggested by any member of the Department’s Bylaws Committee, Department Chair, Associate Director for Research and Collections, Museum Director, or any Department faculty or collections managers/scientific staff member. Written notice and the text of the proposed amendments shall be sent to the faculty and collections managers/scientific staff at least one month prior to the meeting at which such action is to be taken. The bylaws may be amended by a two-thirds affirmative vote of the eligible voting Department faculty and collections managers/scientific staff. Amendments shall be effective when written notice of the adopted changes is sent from the Department Bylaws Committee to all Department faculty and collections managers/scientific staff. Such notice must be given within two weeks after the date the amendments have been adopted.

ARTICLE XXVI: Grievances

Any faculty member or collections manager/scientific staff member governed by these bylaws shall have the right to file a grievance regarding the application or interpretation of provisions of the bylaws following the procedures laid out in the United Faculty of Florida Collective Bargaining Agreement or in the University of Florida TEAMS/USPS Employee Handbook.

Adopted by the Museum Faculty and
Collections Managers/Scientific Staff: _____
Date

Adopted by the Department Chair: _____
Date

Adopted by the Museum Director: _____
Date

APPENDIX I

Legislative Mandate for the Florida Museum of Natural History

State of Florida Statute §1004.56

The functions of the Florida Museum of Natural History, located at the University of Florida, are to make scientific investigations toward the sustained development of natural resources and a greater appreciation of human cultural heritage, including, but not limited to, biological surveys, ecological studies, environmental impact assessments, in-depth archaeological research, and ethnological analyses, and to collect and maintain a depository of biological, archaeological, and ethnographic specimens and materials in sufficient numbers and quantities to provide within the state and region a base for research on the variety, evolution, and conservation of wild species; the composition, distribution, importance, and functioning of natural ecosystems; and the distribution of prehistoric and historic archaeological sites and an understanding of the aboriginal and early European cultures that occupied them. State institutions, departments, and agencies may deposit type collections from archaeological sites in the Museum, and it shall be the duty of each state institution, department, and agency to cooperate by depositing in the Museum voucher and type biological specimens collected as part of the normal research and monitoring duties of its staff and to transfer to the Museum those biological specimens and collections in its possession but not actively being curated or used in the research or teaching of that institution, department, or agency. The Florida Museum of Natural History is empowered to accept, preserve, maintain, or dispose of these specimens and materials in a manner which makes each collection and its accompanying data available for research and use by the staff of the Museum and by cooperating institutions, departments, agencies, and qualified independent researchers. In addition, the Museum shall develop exhibitions and conduct programs which illustrate, interpret, and explain the natural history of the state and region and shall maintain a library of publications pertaining to the work as herein provided. The exhibitions, collections, and library of the Museum shall be open, free to the public, under suitable rules to be promulgated by the director of the Museum and approved by the University of Florida.

APPENDIX II

Legislative Mandate for the Florida Museum of Natural History

State of Florida Statute §1004.575

There is established within the Florida Museum of Natural History a program of vertebrate paleontology, which program has the following responsibilities:

1. Encouraging the study of the vertebrate fossils and vertebrate paleontological heritage of the state and providing exhibits and other educational materials on the vertebrate fauna to the universities and schools of the state.
2. Developing a statewide plan, to be submitted to the director of the Florida Museum of Natural History, for preserving the vertebrate paleontological resources of the state in a manner which is consistent with the state policies in s. 1004.57 and which will not unduly hamper development in this state, including mining and excavating operations.
3. Locating, surveying, acquiring, collecting, salvaging, conserving, and restoring vertebrate fossils; conducting research on the history and systematics of the fossil fauna of the state; and maintaining the official state depository of vertebrate fossils.
4. Locating, surveying, acquiring, excavating, and operating vertebrate paleontological sites and properties containing vertebrate fossils, which sites and properties have great significance to the scientific study of such vertebrate fossils or to public representation of the faunal heritage of the state.
5. Enlisting the aid of professional vertebrate paleontologists, mine and quarry operators, heavy digging equipment operators, and qualified amateurs in carrying out the provisions of subsections (1)-(4), and authorizing their active support and cooperation by issuing permits to them as provided in s. 1004.576.
6. Cooperating and coordinating activities with the Department of Environmental Protection under the provisions of ss. 375.021 and 375.031 and the Department of State under chapter 267 in the acquisition, preservation, and operation of significant vertebrate paleontological sites and properties of great and continuing scientific value, so that such sites and properties may be utilized to conserve the faunal heritage of this state and to promote an appreciation of that heritage.
7. Designating areas as "state vertebrate paleontological sites" pursuant to the provisions of this section, which areas are of great and continuing significance to the scientific study and public understanding of the faunal history of the state. However, no privately owned site or grouping of sites shall be so designated without the express written consent of the private owner of the site or group of sites. Upon designation of a state vertebrate paleontological site, the owners and occupants of such site shall be given written notification of such designation by the program. Once such site has been so designated, no person may conduct paleontological field investigation activities on the site without first securing a permit for such activities as provided in s. 1004.576.
8. Arranging for the disposition of the vertebrate fossils by accredited institutions and for the temporary or permanent loan of such fossils for the purpose of further scientific study, interpretative display, and curatorial responsibilities by such institutions.

APPENDIX III

Institutes and Centers of the Department of Natural History

Institute of Archaeology and Paleoenvironmental Studies (IAPS)

Institute for Early Contact Period Studies (IECPS)

McGuire Center for Lepidoptera and Biodiversity

Randell Research Center (RRC)

**APPENDIX IV
FLORIDA MUSEUM
DEPARTMENT OF NATURAL HISTORY ORGANIZATIONAL CHART**

NEONTOLOGY	PALEONTOLOGY	ANTHROPOLOGY	INTERDISCIPLINARY
Herbarium	Invertebrate Paleontology	Caribbean Archaeology	Digital Imaging Lab
Herpetology	Paleobotany & Palynology	Environmental Archaeology	Informatics
Ichthyology	Vertebrate Paleontology	Ethnography	Molecular Systematics
Invertebrate Zoology		Florida Archaeology & Bioarchaeology and Ceramic Technology Lab	Museum Education
Mammalogy		Historical Archaeology	Ordway Laboratory
McGuire Center for Lepidoptera and Biodiversity		Latin American Archaeology	
Ornithology		South Florida Archaeology & Florida Ethnography	
		Randell Research Center	

Note: Anthropology also includes the Institute of Archaeology and Paleoenvironmental Studies and the Institute for Early Contact Period Studies.

POLICIES AND OPERATING PROCEDURES

The following policies and operating procedures supplement the bylaws of the Department of Natural History of the Florida Museum of Natural History.

POLICY 1: Procedure for Development or Consolidation of an Institute, Center or Program

- A. The establishment of a new institute, center or program within the Department shall be established by a two-thirds majority affirmative vote by the faculty and is subject to approval by the Department Chair and the Museum Director. Any faculty vote is advisory to the Department Chair, Associate Director of Research and Collections, and the Museum Director.
- B. The abolition of an institute, center, or program within the Department shall be approved by a two-thirds majority affirmative vote of the faculty and is subject to approval by the Department Chair and the Museum Director. Any faculty vote is advisory to the Department Chair and the Museum Director.
- C. The Department Chair, Museum Director, or any group >50% or more of the faculty may petition for the establishment, merger, consolidation, or abolition of an institute, center, or program.

POLICY 2: Voting and Non-Voting Faculty and Collections Managers/Scientific Staff

Voting rights are established by the Department and in some cases (e.g., tenure and promotion) by the United Faculty of Florida Collective Bargaining Agreement. The table below shows, for different issues, who may vote and the type of votes to be taken. Affiliate, Courtesy, Emeriti, Joint and Provisional faculty, post-doctoral associates, and visiting faculty and scholars do not have voting rights. All votes are advisory to the Museum's Director and/or Department's upper administration. As such, they shall not vote in general meetings, in an effort to dissuade partiality to the voting faculty and staff. Voting faculty may only vote on those positions equal to or lesser than their ranking.

Voting and Non-Voting Faculty and Staff

Nature of Vote	Tenured Faculty ^{1,6}				Tenure-Track Faculty ^{1,6}	Non-Tenure Accruing Faculty ^{2,5,6}			Affiliate, Courtesy, Emeriti, Joint, Provisional, Faculty	Post-Doctoral Associates, Visiting faculty and scholar	Collections Managers/Scientific Staff Representative ³	Graduate Student Representative ⁴
	Asst. Curator	Assoc. Curator	Curator	Dist. Curator/Professor, Eminent Scholar		Assistant Scientist	Associate Scientist	Scientist				
Promotion for tenure-track faculty ⁶	Yes	Yes	Yes	Yes	Yes	No	If approved	If approved	No	No	No	No
Promotion for non-tenure accruing faculty	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	No	No
Tenure ⁶	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No
Tenure and Tenure-Track Faculty Search—Candidates for interview	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Tenure and Tenure-Track Faculty Search—Hiring, final vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Non-tenure accruing Faculty-Hiring, final vote ⁶	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Affiliate Appointments	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Department Chair Selection, final vote	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Courtesy Appointments	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Emeritus/Emerita Appointments	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Department Bylaws	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No
Department Policies	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No

Footnotes:

¹ Tenure and Tenure-track Faculty = Assistant Curators, Associate Curators, Curators, Distinguished Research Curators/ Professors, and Eminent Scholars.

² Non-tenure accruing Faculty = Faculty salaried in the Department in non-tenure accruing positions; includes Assistant and Associate Scientists; may also include Scientists, Assistant Directors and Associate Directors.

³ Collections Managers/Scientific Staff Representative = Collections Manager I, II, or III; Biological Scientist I, II, or III; Scientific Lab Manager; Museum Preparator, Museum Registrar or relevant Museum position under UF TEAMS titles. Also, may include scientific staff associated with other UF colleges and departments. They shall have one Collections Managers/Scientific Staff collective vote representing all Collections Managers/Scientific Staff.

⁴ Graduate Student Representative = They shall have one graduate student collective vote representing all graduate students whose primary advisory is in the Department of Natural History.

⁵ Personnel in these positions will only be eligible to vote upon approval by tenured and tenure-track faculty.

⁶ Voting “faculty” may only vote on those positions equal to or lesser than their ranking.

General Notes:

1. The advice of Affiliate, Courtesy, Emeriti, Joint, and Provisional-faculty is welcome during discussions prior to a vote, but these individuals do not vote.
2. Personnel in the following positions do not vote on any matters— post-doctoral associates and visiting faculty or scholars.
3. Voting faculty may only vote on those positions equal to or lesser than their ranking.
4. All votes are advisory to the Museum’s Director and/or Department’s upper administration. As such, they shall not vote in general meetings in an effort to dissuade partiality to the voting faculty and staff.
5. Currently, the Florida Museum, which is not considered a teaching college within the University of Florida has no “Lecturer” positions at any level (i.e., Lecturer, Senior Lecturer, Master Lecturer) in the Museum’s Department of Natural History.

POLICY 3: Procedure for the Selection of a Department Chair

Only tenured faculty in the Department of Natural History are eligible to serve as Department Chair. The Department Chair is selected by a >50% affirmative vote of the eligible voting faculty (as defined in Article V, Section 1 and Policy 2), the eligible voting collections managers/scientific staff (as defined in Policy 2), and the eligible voting graduate students (as defined in Policy 2) from the Department of Natural History only. Any vote is advisory to the Museum Director and is subject to his/her approval.

Section 1: General Procedure

- A. When nominations for a new Department Chair are called for, any eligible departmental faculty member may self-nominate for the position by sending a notice of intent to the Museum Director.
- B. In the event that a search committee is deemed necessary by the Museum Director, the committee shall be formed from among the members of the Departmental Advisory Committee and shall consist of no fewer than three members. The Search Committee shall appoint its own chair. If no consensus can be reached regarding the Search Committee chair, the Museum Director shall appoint the Search Committee chair.
- C. The Search Committee shall solicit nominations for the Department Chair position from all departmental faculty and collections managers/scientific staff. Any eligible faculty may also put his/her name forward for consideration without a formal nomination by other faculty or collections managers/scientific staff. The Search Committee shall provide a summary of the current duties of the Chair, along with those duties currently assumed by the Program Assistant and the Associate Department Chair.
- D. Following receipt of nominations, the Search Committee shall confirm the willingness of each nominee to stand for election. A slate of candidates consisting of willing nominees and volunteers shall be presented to the departmental faculty and collections managers/scientific staff. The Search Committee will request a brief written statement from each candidate outlining his/her vision and goals for the Department. These written statements shall be made available to departmental faculty and collections managers/scientific staff, as well as senior Director's Office staff.
- E. The candidates will meet with the departmental faculty and collections managers/scientific staff to present their statements and to answer questions.
- F. The Search Committee shall convene three meetings (one faculty, one collections managers/scientific staff, one graduate student) to identify the top choice for new Department Chair. The collections managers/scientific staff meeting and the graduate student meeting shall be held prior to the faculty meeting.

Section 2: Voting Procedure for Faculty

- A. Those who are unable to attend the faculty meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be transmitted in writing to a member of the faculty prior to the time that the vote takes place. After informing the person tallying the votes about the absentee ballot, the faculty member with the absentee ballot will then vote on behalf of the absent faculty member. Remote ballots

may be cast via any form of electronic voting with which the eligible faculty are satisfied that such means include functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.

- B. Each eligible faculty member votes for their top candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.
- C. If one candidate receives >50% of the vote, his/her name is moved to the short list.
- D. If no candidate receives >50% of the vote, then the candidate(s) with the lowest number of votes is/are removed from the voting list and voting resumes at step 2.
- E. Every time a candidate is added to the short list, a motion may be made to stop the voting process, so that no additional candidates are added to the short list. A >50% affirmative vote for this motion determines whether voting proceeds or not. All candidates in the original pool, who are not elevated to the short list, are retained in the original pool for reconsideration each time that voting resumes at step 2.
- F. Once the motion is passed to stop adding names to the short list (see E), a vote is taken. A candidate must garner >50% of the vote to be recommended as the faculty's top choice for new Department Chair.
- G. Faculty may discuss and vote (>50% to pass) whether other candidates, who did not make the short list, should still be considered in the event that the chosen candidate declines.
- H. A collections managers/scientific staff-appointed representative shall attend the faculty meeting to cast the collections managers'/scientific staff's vote during the first round of voting. Information from the collections managers/scientific staff meeting (e.g., the collections managers'/scientific staff's ranking of candidates) may be requested by faculty for consideration at any point during the faculty's voting process.
- I. The Search Committee presents the final decision to the Museum Director for consideration. Any vote is advisory to the Museum Director.
- J. In the event that the candidate(s) is unacceptable to the Museum Director, he/she shall request from the faculty and collections managers/scientific staff the name(s) of another acceptable candidate(s).

Section 3: Voting Procedure for Collections Managers/Scientific Staff

- A. Those who are unable to attend the collections managers/scientific staff meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be transmitted in writing to a member of collections managers/scientific staff prior to the time that the vote takes place. After informing the person tallying the votes about the absentee ballot, the collections managers/scientific staff member with the absentee ballot will then vote on behalf of the absent collections managers/scientific staff member. Remote ballots may be cast via any form of electronic voting that is sanctioned by the Department that includes functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.

- B. Each eligible collections managers/scientific staff member votes for their top candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.
- C. Collections managers/scientific staff voting procedures follow those presented in Section 2, B-E.
- D. Once the motion is passed to stop adding names to the short list (see Section 2, E, above), a vote is taken. A candidate must garner >50% of the vote to be recommended as the collections managers/scientific staff's top choice for new Department Chair.
- E. Collections managers/scientific staff may discuss and vote (>50% to pass) whether other candidates who did not make the short list should still be considered in the event that the chosen candidate declines.
- F. At the close of the collections managers/scientific staff meeting, a collections managers/scientific staff representative is appointed by those present to attend the faculty meeting. The collections managers/scientific staff vote counts as one vote. The collections managers/scientific staff representative casts one vote for the collections managers/scientific staff's chosen candidate during the first round of voting.

Section 4: Voting Procedure for Graduate Students

- A. Those who are unable to attend the graduate student meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be transmitted in writing to a member of the group representing the Department graduate students prior to the time that the vote takes place. After informing the person tallying the votes about the absentee ballot, the graduate student with the absentee ballot will then vote on behalf of the absent graduate student. Remote ballots may be cast via any form of electronic voting that is sanctioned by the Department that includes functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.
- B. Each eligible graduate student votes for their top candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.
- C. Graduate student voting procedures follow those presented in Section 2, B-E.
- D. Once the motion is passed to stop adding names to the short list (see Section 2, E, above), a vote is taken. A candidate must garner >50% of the vote to be recommended as the graduate students' top choice for new Department Chair.
- E. Graduate students may discuss and vote (>50% to pass) whether other candidates who did not make the short list should still be considered in the event that the chosen candidate declines.
- F. At the close of the graduate student meeting, a graduate student representative is appointed by those present to attend the faculty meeting. The graduate student vote counts as one vote. The graduate student representative casts one vote for the graduate students' chosen candidate during the first round of voting.

POLICY 4: Searches for Tenure-Track or Tenured Faculty

Section 1: General Procedure

- A. Searches for a tenure-track or tenured faculty shall be conducted by the Department, under the direction of a Faculty Search Committee. Faculty, collections managers/scientific staff, and graduate students from relevant departments may participate in a search, following procedures defined in the bylaws supplement, “Policies and Operating Procedures.”
- B. The Search Committee Chair shall consult with a representative of the Department DEAI Committee on recommendations for equitable and inclusive position descriptions, recruitment, evaluation, and interviews.
- C. The Search Committee Chair and members shall complete additional trainings on implicit bias and equity required by the Department Chair in consultation with the Department DEAI committee.
- D. References must be checked prior to extending a job offer. The Search Committee shall ensure that the final candidate meets the minimum experience required for the position vacancy.
- E. The Department Chair, in consultation with the Museum Director, shall decide how soon after a tenure-track or tenured line is vacated that a search can begin, and when it is feasible and appropriate to initiate new lines.
- F. Vacant lines shall be returned to the Director’s office.
- G. If reallocated to the Department and taking into consideration long- and short-term priorities as identified in the strategic plan, the line may be retained within the same or related discipline and departmental division or may be assigned to a new discipline or research specialty. The faculty shall decide by a vote of >50% majority. The collections managers/scientific staff shall vote affirmatively by a two-thirds majority on the same issue. The collections managers/scientific staff vote shall be advisory to the faculty. The faculty then decides by a vote of >50% on whether to start the search for that position. Any faculty vote is advisory to the Department Chair and the Museum Director.
- H. Taking into consideration long- and short-term priorities as identified in the strategic plan, the faculty shall vote affirmatively by a two-thirds majority as to whether a new line shall be initiated. The collections managers/scientific staff shall vote affirmatively by a two-thirds majority on the same issue. The collections managers/scientific staff vote shall be advisory to the faculty. The faculty then votes by a vote of >50% on whether to start the search for that position. Any faculty vote is advisory to the Department Chair and the Museum Director.

Section 2: Advertising the Position

- A. The Museum’s Office of Budget and Human Resources shall assist the Search Committee with the necessary tasks required by the University’s Department of Human Resources, including approval of the advertisement and classification of the position.
- B. The position shall be advertised in the major publications (written or electronic) relevant to the discipline related to the position, as well as in forums likely to draw diverse applicants.

Section 3: Initial Screening Process

- A. The Search Committee shall review all applications and establish a recommended priority pool of best-qualified applicants. The list of priority pool candidates can be either ranked or unranked.
- B. The priority list is circulated to faculty, collections managers/scientific staff, and graduate students at least one week prior to the faculty, collections managers/scientific staff, and graduate student meetings, so that they may review all of the files with particular attention to the priority pool. It may be decided to include an applicant that is not part of the recommended priority pool.
- C. The Search Committee, together with the Department Chair, shall convene three meetings (one faculty, one collections managers/scientific staff, one graduate student) to identify the top candidates to be invited for interviews. It may be decided to interview one or more candidates who are not part of the recommended priority pool. The collections managers/scientific staff and graduate student meetings must be held prior to the faculty meeting.
- D. Voting procedures by the faculty for the identification of top candidates are outlined below in Section 5. Voting procedures by the collections managers/scientific staff for the identification of one top candidate are outlined in Section 6. Voting results from the collections managers/scientific staff meeting shall be presented at the faculty meeting by a collections managers/scientific staff representative. The collections managers/scientific staff vote shall count as one vote. Voting procedures by the graduate students for the identification of one top candidate are identified in Section 7. Voting results from the graduate student meeting shall be presented at the faculty meeting by a graduate student representative. The final faculty vote is advisory to the Department Chair, who approves the short list, subject to approval by the Museum Director.

Section 4: Procedure for Selecting Candidates to Interview

A recommended short-list of candidates is determined through a process of discussion and voting as outlined below:

- A. The initial priority pool is presented for consideration at the start of the meeting.
- B. Discussion first considers whether any other applicants should be moved to the priority pool. If additional candidates are proposed for inclusion, then a vote (passed by >50% affirmative vote) determines whether such candidates should be added to the priority pool.
- C. Discussion ensues about each candidate in the priority pool, followed by voting.

Section 5: Voting Procedure for Faculty

- A. Those who are unable to attend the faculty meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be transmitted in writing to a member of the faculty prior to the time that the vote takes place. After informing the person tallying the votes about the absentee ballot, the faculty member with the absentee ballot will then vote on behalf of the absent faculty member. Remote ballots

may be cast via any form of electronic voting with which the eligible faculty are satisfied that such means include functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.

- B. Each eligible faculty member and external Search Committee member votes for their top (one) candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.
- C. If one candidate receives >50% of the vote, his/her name is moved to the interview (short) list.
- D. If no candidate receives >50% of the vote, then the candidate(s) with the lowest number of votes is/are removed from the voting list, and voting resumes at step B.
- E. Every time a candidate is added to the interview list, a motion may be made to stop the voting process, so that no additional candidates are added to the interview list. A >50% affirmative vote for this motion determines whether voting proceeds or not.
- F. All candidates in the original priority pool, who are not elevated to the interview list, are retained in the priority pool for reconsideration each time that voting resumes at step B.
- G. When the interview list is complete, faculty may discuss and vote (>50% to pass) whether other candidates who did not make the interview list should still be considered in the event that no suitable hire is identified from the interview list, or whether the search should then be terminated and reopened.
- H. A collections managers/scientific staff-appointed representative shall attend the faculty meeting to cast the collections managers'/scientific staff's vote during the first round of voting. Information from the collections managers/scientific staff meeting (e.g., the collections managers'/scientific staff's ranking of candidates) may be requested by faculty for consideration at any point during the faculty's voting process.
- I. A graduate student representative shall attend the faculty meeting to present the graduate students' advisory vote during the first round of voting. Information from the graduate student meeting (e.g., their ranking of candidates) may be requested by faculty for consideration at any point during the faculty's voting process.
- J. Selected candidates are invited to come to the Museum for interviews and presentations. The Search Committee, with the assistance of the Program Assistant, is responsible for setting the agenda for the candidates visit, including any special meetings with faculty and collections managers/scientific staff, including external faculty and staff from other departments of the Museum and from appropriate University colleges or departments. At the conclusion of the interview process for the final invited candidate, a second set of meetings is held (following the procedures in Section 3C) to vote for the candidate to hire.

Section 6: Voting Procedure for Collections Managers/Scientific Staff

- A. Those who are unable to attend the collections managers/scientific staff meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be transmitted in writing to a member of collections managers/scientific staff prior to the time that the vote takes place. After informing the person tallying the votes about the absentee ballot, the collections managers/scientific staff member with the absentee

ballot will then vote on behalf of the absent collections managers/scientific staff member. Remote ballots may be cast via any form of electronic voting with which the eligible faculty are satisfied that such means include functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.

- B. Each eligible collections managers/scientific staff member votes for their top (one) candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.
- C. Collections managers/scientific staff voting procedures follow those presented in Section 5, C–F.
- D. When the interview list is complete, collections managers/scientific staff may discuss and vote (>50% to pass) whether other candidates who did not make the interview list should still be considered in the event that no suitable hire is identified from the interview list, or whether the search should then be terminated and reopened.
- E. At the close of the collections managers/scientific staff meeting, a collections managers/scientific staff representative is appointed by those present to attend the faculty meeting. The collections managers'/scientific staff's vote counts as one vote. The collections managers/scientific staff representative casts one vote for the collections managers'/scientific staff's chosen candidate during the first round of voting.

Section 7: Voting Procedure for Graduate Students

- A. Those who are unable to attend the graduate student meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be transmitted in writing to another graduate student prior to the time that the vote takes place. After informing the person tallying the votes about the absentee ballot, the graduate student with the absentee ballot will then vote on behalf of the absent collections managers/scientific staff member. Remote ballots may be cast via any form of electronic voting with which the eligible faculty are satisfied that such means include functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.
- B. Each eligible graduate student votes for their top (one) candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.
- C. Graduate student voting procedures follow those presented in Section 5, C–F.
- D. When the interview list is complete, the graduate students may discuss and vote (>50% to pass) whether other candidates who did not make the interview list should still be considered in the event that no suitable hire is identified from the interview list, or whether the search should then be terminated and reopened.
- E. At the close of the graduate student meeting, a graduate student representative is appointed by those present to attend the faculty meeting. The graduate students' vote counts as one vote. The graduate student representative casts one vote for the graduate students' chosen candidate during the first round of voting.

Section 8: Procedure for Determining the Top Candidate for Hire

- A. A second set of meetings (one faculty, one collections managers/scientific staff, one graduate student) is held no later than three days after the last interview to vote for the candidate to hire.
- B. The voting procedure follows that indicated in the cyclical process outlined in Section 5, steps A–G, Section 6, step C, and Section 7, step C. The candidate to whom the faculty, collections managers/scientific staff, and graduate students recommend the offer be made must garner >50% of the vote. The collections managers’/scientific staff’s vote counts as one vote and the graduate student vote is advisory during the first round of voting at the faculty meeting.
- C. The faculty vote is advisory to the Department Chair.
- D. In the event that the candidate(s) is unacceptable to the Department Chair, the Chair shall request from the faculty the name(s) of another acceptable candidate(s), or the faculty’s decision to terminate and/or reopen the search. The Collections managers’/scientific staff’s vote on these issues shall be considered as one vote by the faculty. The graduate students’ vote on these issues shall be considered as advisory by the faculty. The faculty vote is advisory to the Department Chair.

Section 9: Procedure for Making an Offer to Hire

- A. The Department Chair shall present the results of the faculty discussion and vote to the Museum Director.
- B. Upon final approval by the Museum Director and subject to the approval of the University Provost, the Department Chair makes an offer to the chosen candidate.
- C. In the event that the candidate(s) is unacceptable to the Museum Director, or declines the offer, the Museum Director shall request from the faculty the name(s) of another acceptable candidate(s), or the faculty’s decision to terminate and/or reopen the search.

POLICY 5: Searches for Non-Tenure Accruing Faculty

Section 1: General Procedure

- A. Searches for Assistant/Associate Research Scientists may be conducted by the immediate supervisor, Department Chair, or Museum Director, in consultation with the Museum’s Office of Budget and Human Resources (BHR). The appointment of a search committee is under the discretion of the immediate supervisor and governed by the rules set forth in Article XIX. For all departmental searches, members from other departments of the Museum and from appropriate University colleges or departments may serve on a search committee at the discretion of the hiring supervisor, the Search Committee Chair, the Department Chair, or the Museum Director. External committee members shall have the same voting privileges as Museum committee members for decisions regarding candidate interviews and recommended hires.
- B. Taking into consideration long and short-term priorities, the Department Chair, when necessary, may decide when it is feasible and appropriate to initiate a new position.

- C. If appointed, the Search Committee Chair shall consult with a representative of the Department DEAI Committee on recommendations for equitable and inclusive position descriptions, recruitment, evaluation, and interviews.
- D. The Search Committee Chair and members shall complete additional trainings on implicit bias and equity or required by the Department Chair in consultation with the Department DEAI committee.
- E. Hiring of Assistant Scientists as part of faculty retention counteroffers will follow the same procedure as all other faculty hires. The faculty member who is receiving the retention offer will chair the Search Committee.
- F. Upon selection of the top candidate for hire, by the immediate supervisor, the faculty, collection managers/scientific staff, and graduate students may then vote with a >50% affirmative vote to hire the top candidate. Voting can take place via an in-person meeting or remotely. If via an in-person meeting, absentee and remote ballots are allowed. The procedure for absentee and remote voting is spelled out in POLICY 4, Section 5.
- G. The timeline for casting/accepting votes on hiring is at the discretion of the Department Chair.
- H. Any faculty vote is advisory to the Department Chair.
- I. References must be checked prior to extending a job offer. The hiring supervisor or Search Committee shall ensure that the final candidate at least meets the minimum criteria and experience required for the position vacancy.
- J. The Museum's Office of Budget and Human Resources (BHR) shall assist the immediate supervisor with the necessary tasks required by the University Department of Human Resources (UFHR).
- K. In addition to the requirements specified by the UFHR, the Department shall follow the procedures set forth in Sections 2 through 7 below.
- L. All faculty hires that require a waiver of UFHR hiring procedures are subject to an advisory vote of the faculty.

Section 2: Position Description and Advertising the Position

- A. If deemed necessary by the hiring supervisor, Department Chair, or Museum Director, a new or updated job description shall be written by the hiring supervisor or the Search Committee Chair, in consultation with BHR and the Department Chair.
- B. If deemed necessary by the hiring supervisor, Department Chair, or Museum Director, a position advertisement shall be written by the hiring supervisor or Search Committee Chair. The position shall be advertised in major publications (written or electronic) relevant to the discipline related to the position, as well as in forums likely to draw diverse applicants.

Section 3: Initial Screening Process

- A. The hiring supervisor and Search Committee, if appointed, shall review all applications, and establish a recommended priority pool of best-qualified applicants. The list of priority pool candidates can be either ranked or unranked.

Section 4: Procedure for Determining the Top Candidate for Hire

- A. The hiring supervisor or Search Committee, if appointed, shall solicit considered faculty, collections managers/scientific staff, and student feedback.
- B. Interviews will be arranged for top candidates and can be electronic.

Section 5: Procedure for Evaluating the Top Candidate for Hire

- A. The top candidate for hire, as determined by hiring supervisor and Search Committee, if appointed, shall present a seminar for faculty, collections managers/scientific staff, and students.
- B. Interviews with the top candidate can be arranged upon request.
- C. At the conclusion of the seminar for the final candidate, a meeting (or set of meetings) is held to vote for the candidate to hire.

Section 6: Voting Procedure

- A. If the top candidate for hire receives a greater than >50% affirmative vote from the faculty, collections managers/scientific staff representative, and graduate student representative an offer to hire is extended.
- B. Any vote is advisory to the hiring supervisor or Search Committee Chair, subject to approval by the Department Chair.

Section 7: Procedure for Making an Offer to Hire

- A. The hiring supervisor or the Search Committee Chair shall present the chosen candidate to the Department Chair.
- B. Upon final approval by the Department Chair, the hiring supervisor or Search Committee Chair makes an offer to the chosen candidate.
- C. In the event that the candidate(s) is unacceptable to the Department Chair, or declines the offer, the Department Chair shall request from the Search Committee the name(s) of another acceptable candidate(s), or the Search Committee's decision to terminate and/or reopen the search.

POLICY 6: Special Faculty Appointment Procedures

- A. Joint or Adjunct Faculty. A request for joint or adjunct faculty status may be submitted by Department faculty to related University departments, colleges or organizations, or may be requested by faculty from related University departments, colleges, or organizations. The procedure for appointing joint or adjunct faculty is determined by each individual University department, college, or organization.
- B. Affiliate or Courtesy Faculty. Faculty members may recommend individuals for affiliate (within the University) or courtesy (outside of the University) appointments. A two-thirds majority affirmative vote of the eligible, participating faculty is required before an individual can be appointed to these positions. Individuals with an affiliate or courtesy appointment may not vote on departmental matters. The continuing status of affiliate or

courtesy appointments shall be reviewed annually by the Departmental Advisory Committee.

- C. Emeritus/a Faculty. Emeritus/a status is conferred on retiring faculty members by a two-thirds majority affirmative vote of the eligible, participating faculty. The retiring faculty member must request emeritus/a status prior to retiring. Individuals with these appointments may not vote on departmental matters.

POLICY 7: Searches for USPS/TEAMS Department Staff

Section 1: General Procedure

The recruitment and hiring procedures for all USPS/TEAMS Department staff is regulated by the University Department of Human Resources (UFHR).

- A. Searches for USPS/TEAMS Department staff shall be conducted by the immediate supervisor, Department Chair, or Museum Director, in consultation with the Museum's Office of Budget and Human Resources (BHR). The appointment of a search committee is governed by the rules set forth in Article XX. For all departmental searches, members from other departments of the Museum and from appropriate University colleges or departments may serve on a search committee at the discretion of the hiring supervisor, the Search Committee chair, the Department Chair, or the Museum Director. External committee members shall have the same voting privileges as Museum committee members for decisions regarding candidate interviews and recommended hires.
- B. For USPS/TEAMS positions, the Department Chair, in consultation with the Museum Director, shall decide how soon after a line is vacated that a search may begin, and when it is feasible and appropriate to initiate new lines.
- C. The faculty shall vote affirmatively by a two-thirds majority vote as to whether a vacated USPS/TEAMS line shall be retained within the same or related discipline and departmental division, or shall be assigned to a new discipline or research specialty, taking into consideration long and short-term priorities as identified in strategic planning.
- D. The hiring supervisor or the Search Committee Chair shall consult with a representative of the Department DEAI Committee on recommendations for equitable and inclusive position descriptions, recruitment, evaluation, and interviews.
- E. The hiring supervisor or the Search Committee Chair may complete additional trainings on implicit bias and equity as required by the Department Chair in consultation with the Department DEAI committee.
- F. References must be checked prior to extending a job offer. The hiring supervisor or Search Committee shall ensure that the final candidate at least meets the minimum criteria and experience required for the position vacancy.
- G. The Museum's Office of Budget and Human Resources (BHR) shall assist the hiring supervisor or Search Committee with the necessary tasks required by the UFHR.
- H. In addition to the requirements specified by the UFHR, the Department shall follow the procedures set forth in Sections 2 through 7 below

Section 2: Writing/Updating the Position Description and Advertising the Position

- A. If deemed necessary by the hiring supervisor, Department Chair, or Museum Director, a new or updated job description shall be written by the hiring supervisor or the Search Committee Chair, in consultation with BHR and the Department Chair.
- B. If deemed necessary by the hiring supervisor, Department Chair, or Museum Director, a position advertisement shall be written by the hiring supervisor or Search Committee Chair. The position advertisement shall be placed in major publications (written or electronic) relevant to the discipline related to the position, as well as in forums likely to draw diverse applicants.

Section 3: Initial Screening Process

- A. The Search Committee shall review all applications and establish a recommended priority pool of best-qualified applicants. The list of priority pool candidates can be either ranked or unranked.
- B. The priority list is circulated to faculty, collections managers/scientific staff, and graduate students at least one week prior to the next Search Committee meeting, so that they can review all of the files with particular attention to the priority pool. It may be decided to include an applicant that is not part of the recommended priority pool.
- C. The Search Committee convenes a special meeting to identify the top candidates to be invited for interviews. If deemed necessary, three separate meetings may be called-- one for faculty, one for collections managers/scientific staff, and one for graduate students. It may be decided to interview a candidate who is not part of the recommended priority pool.
- D. The voting process for the identification of top candidates is outlined below in Section 5. Any vote is advisory to the Search Committee, who approves the short list, subject to approval by the Department Chair.

Section 4: Procedures for Selecting Candidates to Interview

A recommended short-list of candidates is determined through a process of discussion and voting as outlined below:

- A. The initial priority pool is presented for consideration at the start of the meeting(s).
- B. Discussion first considers whether any other applicant should be moved to the priority pool. If additional candidates are proposed for inclusion, then a vote (passed by >50% affirmative vote) determines whether such candidates should be added to the priority list.
- C. Discussion ensues about each candidate in the priority pool, followed by voting.

Section 5: Voting Procedures

- A. Those who are unable to attend the meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be received by the Search Committee Chair prior to the time that the vote takes place. Remote ballots may be cast via any form of electronic voting with which the eligible faculty are satisfied that

such means include functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.

- B. Each eligible faculty, collections managers/scientific staff member, and graduate student votes for his/her top candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.
- C. If one candidate receives >50% of the vote, his/her name is moved to the interview (short) list.
- D. If no candidate receives >50% of the vote, then the candidate(s) with the lowest number of votes is/are removed from the voting list, and voting resumes at step B.
- E. Every time a candidate is added to the interview list, a motion may be made to stop the voting process, so that no additional candidates are added to the interview list. A >50% affirmative vote for this motion determines whether voting proceeds or not.
- F. All candidates in the original priority pool, who are not elevated to the interview list, are retained in the priority pool for reconsideration each time that voting resumes at step B.
- G. When the interview list is complete, faculty may discuss and vote (>50% to pass) whether other candidates who did not make the interview list should still be considered in the event that no suitable hire is identified from the interview list, or whether the search should then be terminated and reopened.
- H. A collections managers/scientific staff-appointed representative shall attend the faculty meeting to cast the collections managers'/scientific staff's vote during the first round of voting. Information from the collections managers/scientific staff meeting (e.g., the collections managers'/scientific staff's ranking of candidates) may be requested by faculty for consideration at any point during the faculty's voting process.
- I. A graduate student representative shall attend the faculty meeting to present the graduate students' advisory vote during the first round of voting. Information from the graduate student meeting (e.g., their ranking of candidates) may be requested by faculty for consideration at any point during the faculty's voting process.
- J. Any vote is advisory to the Search Committee, subject to approval by the Department Chair.
- K. Selected candidates are invited to come to the Museum for interviews and presentations. The Search Committee, with the assistance of the Program Assistant, is responsible for setting the agenda for the candidate's visit, including any special meetings with faculty and collections managers/scientific staff, and outside faculty and staff from other departments of the Museum and from appropriate University colleges or departments. At the conclusion of the interview process for the final invited candidate, a second meeting (or set of meetings) is held (following the procedures in Section 6 below) to vote for the candidate to hire.

Section 6: Procedures for Determining the Top Candidate for Hire

- A. The Search Committee convenes a meeting (or separate meetings—one of faculty, one of collections managers/scientific staff, one of graduate students) no later than three days after the last interview to vote for the candidate to hire.

- B. The voting procedure follows that indicated in the cyclical process outlined in Section 5, steps A–K above.

Section 7: Procedures for Making an Offer to Hire

- A. The Search Committee Chair shall present the chosen candidate to the Department Chair.
- B. Upon final approval by the Department Chair, the hiring supervisor makes an offer to the chosen candidate.
- C. In the event that the candidate(s) is unacceptable to the Department Chair, or declines the offer, the Department Chair shall request from the Search Committee the name(s) of another acceptable candidate(s), or the Search Committee's decision to terminate and/or reopen the search.

POLICY 8: Searches for TEMPORARY HIRE/OPS Department Staff

The recruitment and hiring procedures for all TEMPORARY HIRE/OPS Department staff is regulated by the University Department of Human Resources (UFHR).

Section 1: General Procedures

- A. Searches for TEMPORARY HIRE/OPS Department staff are not required. The decision to conduct a search or not is at the discretion of the hiring supervisor, subject to the approval of the Department Chair or the Museum Director. If no search committee is formed or if the decision is made not to conduct a search, the final decision of whom to hire is entirely at the discretion of the hiring supervisor, subject to the approval of the Department Chair or the Museum Director.
- B. For TEMPORARY HIRE/OPS Department staff positions, the hiring supervisor, in consultation with the Department Chair when necessary, shall decide how soon after a position is vacated that it be refilled, and when it is feasible and appropriate to initiate new positions.
- C. References must be checked prior to extending a job offer. The hiring supervisor or Search Committee, if appointed, shall ensure that the final candidate at least meets the minimum criteria and experience required for the position vacancy.
- D. The Museum's Office of Budget and Human Resources (BHR) shall assist the hiring supervisor or Search Committee with the necessary tasks required by the UFHR.
- E. In addition to the requirements specified by the UFHR, the Department shall follow the procedures set forth in Sections 2 through 7 below.

Section 2: Writing/Updating the Position Description and Advertising the Position

- A. If deemed necessary by the hiring supervisor, Department Chair, or Museum Director, a new or updated job description shall be written by the hiring supervisor or the Search Committee Chair, in consultation with BHR and the Department Chair.
- B. If deemed necessary by the hiring supervisor, Department Chair, or Museum Director, a position advertisement shall be written by the hiring supervisor or Search Committee Chair. The position advertisement shall be placed in major publications (written or

electronic) relevant to the discipline related to the position, as well as in forums likely to draw diverse applicants.

Section 3: Initial Screening Process

- A. The hiring supervisor or Search Committee, if appointed, shall review all applications and establish a recommended priority pool of best-qualified applicants. The list of priority pool candidates can be either ranked or unranked.
- B. In the event of a search, the priority list is circulated to faculty, collections managers/scientific staff, and graduate students at least one week prior to the next Search Committee meeting, so that they can review all of the files with particular attention to the priority pool.
- C. The Search Committee convenes a special meeting to identify the top candidates to be invited for interviews. If deemed necessary, three separate meetings may be called-- one for faculty, one for collections managers/scientific staff, and one for graduate students. It may be decided to interview a candidate who is not part of the recommended priority pool.
- D. In the event of a search, the voting process for the identification of top candidates is outlined below in Section 5. Any vote is advisory to the Search Committee, who approves the short list, subject to approval by the Department Chair.

Section 4: Procedures for Selecting Candidates to Interview

In the event of a search, a recommended short-list of candidates is determined through a process of discussion and voting as outlined below:

- A. The initial priority pool is presented for consideration at the start of the meeting(s).
- B. Discussion first considers whether any other applicant should be moved to the priority pool. If additional candidates are proposed for inclusion, then a vote (passed by >50% affirmative vote) determines whether such candidates should be added to the priority list.
- C. Discussion ensues about each candidate in the priority pool, followed by voting.

Section 5: Voting Procedures

- A. Those who are unable to attend the meeting may cast absentee or remote ballots. Absentee ballots, ranking the candidates on the priority list, must be received by the Search Committee Chair prior to the time that the vote takes place. Remote ballots may be cast via any form of electronic voting with which the eligible faculty are satisfied that such means include functionality designed to prevent duplicate and unauthorized submissions. The chosen system for remote ballots, ranking the candidates on the priority list, will be organized and submitted by the Department's Program Assistant or his/her designated representative.
- B. Each eligible faculty, collections managers/scientific staff member, and graduate student votes for his/her top candidate. The tally of these votes also includes the highest ranked candidate from each absentee and remote ballot.

- C. If one candidate receives >50% of the vote, his/her name is moved to the interview (short) list.
- D. If no candidate receives >50% of the vote, then the candidate(s) with the lowest number of votes is/are removed from the voting list, and voting resumes at step B.
- E. Every time a candidate is added to the interview list, a motion may be made to stop the voting process, so that no additional candidates are added to the interview list. A >50% affirmative vote for this motion determines whether voting proceeds or not.
- F. All candidates in the original priority pool, who are not elevated to the interview list, are retained in the priority pool for reconsideration each time that voting resumes at step B.
- G. When the interview list is complete, faculty may discuss and vote (>50% to pass) whether other candidates who did not make the interview list should still be considered in the event that no suitable hire is identified from the interview list, or whether the search should then be terminated and reopened.
- H. A collections managers/scientific staff-appointed representative shall attend the faculty meeting to cast the collections managers'/scientific staff's vote during the first round of voting. Information from the collections managers/scientific staff meeting (e.g., the collections managers'/scientific staff's ranking of candidates) may be requested by faculty for consideration at any point during the faculty's voting process.
- I. A graduate student representative shall attend the faculty meeting to present the graduate students' advisory vote during the first round of voting. Information from the graduate student meeting (e.g., their ranking of candidates) may be requested by faculty for consideration at any point during the faculty's voting process.
- J. Any vote is advisory to the Search Committee, subject to approval by the Department Chair.
- K. Selected candidates are invited to come to the Museum for interviews and presentations. The Search Committee, with the assistance of the Program Assistant, is responsible for setting the agenda for the candidate's visit, including any special meetings with faculty and collections managers/scientific staff, and outside faculty and staff from other departments of the Museum and from appropriate University colleges or departments. At the conclusion of the interview process for the final invited candidate, a second meeting (or set of meetings) is held (following the procedures in Section 6 below) to vote for the candidate to hire.

Section 6: Procedures for Determining the Top Candidate for Hire

- A. The Search Committee convenes a meeting (or separate meetings—one of faculty, one of collections managers/scientific staff, one of graduate students) no later than three days after the last interview to vote for the candidate to hire.
- B. The voting procedure follows that indicated in the cyclical process outlined in Section 5, steps A–K above.

Section 7: Procedures for Making an Offer to Hire

- A. In the event of a search, the Search Committee Chair shall present the chosen candidate to the Department Chair. If no search was conducted, the hiring supervisor shall present the chosen candidate to the Department Chair.

- B. Upon final approval by the Department Chair, the hiring supervisor makes an offer to the chosen candidate.
- E. In the event that the candidate(s) is unacceptable to the Department Chair, or declines the offer, the Department Chair shall request from the hiring supervisor or the Search Committee the name(s) of another acceptable candidate(s), or the hiring supervisor or Search Committee's decision to terminate and/or reopen the search if one was conducted.

POLICY 9: Mentoring

It is the policy of the Department of Natural History that tenure-track faculty receive regular mentoring from tenured faculty.

- A. The Department Chair, in consultation with the new faculty member, shall appoint a mentor to chair the mentoring committee within one month of the faculty member's arrival on campus.
- B. The Chair of the mentoring committee will meet with the faculty member within a month after the appointment and provide him/her with relevant University tenure and promotion guidelines ("Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process").
- C. After reviewing the guidelines, the faculty member and the mentor shall meet to discuss the criteria for tenure and promotion. During this meeting, the mentor shall recommend that the new faculty member begin the process of preparing the packet for the required third-year review by accessing the University web site and using the appropriate guidelines and related "Tenure, Permanent Status and Promotion Process" template.
- D. The mentor should meet with their advisee on a regular basis— at least once or twice a semester during the first year and once a semester thereafter— and discuss issues of professional development. This includes making sure that the advisee is aware of all Museum and University policies (e.g., Museum Code of Ethics, Museum Collections Policy, Museum Bylaws, Departmental Bylaws, UF Compliance, Conflict of Interest, and Outside Employment). The mentor helps to identify problem areas and, in consultation with the Department Chair, recommends remedies.
- E. The Chair of the mentoring committee is also available to assist in the assembly of the faculty member's promotion packet and his/her annual report.