



# MUSEUM OF TEXAS TECH UNIVERSITY

## Operating Policy

**M/OP 1.2:** Issuance of Department Operating Policies and Procedures

**Date:** August 2013

**Purpose:** The Museum Operating Policy standardizes all policies of the Museum of Texas Tech University and its units, Natural Science Research Laboratory and the Lubbock Lake Landmark, in a consistent and coherent method. This system is intended to:

- Provide a framework for developing operating policies for the Museum
- Outline a standard format for operating policies and procedures
- Facilitate a continuity regardless of personnel change
- Ensure periodic review and update of all Museum operating policies and procedures
- Make all policies accessible to all faculty, staff, volunteers and students to abide by and use as a reference for visitors

**Review:** This document shall be reviewed at least in odd-numbered years and amended as needed.

## **POLICY**

### Format and Content

All Museum operating policies and procedures will be developed as indicated in this policy. The acronyms follow the pattern set by the University, i.e., Museum operating policy is M/OP and Museum procedure documents is M/OP-P. Each operating policy or procedure consists of four sections:

- Date – when approved by the Executive Director. Appears as only a month and year (e.g., January 2001).
- Purpose – should consist of the rationale behind the policy/procedure. The rationale may be in reference to a legal requirement, a statement of the objective(s) that the policy is trying to facilitate, or other descriptions of the reasons for the implementation of the policy. Any references to a Texas Tech University Operating Policy (OP) should include the number and title of the OP.
- Review – states the positions responsible for reviewing and approving the M/OP and when and how frequently the review takes place.
- Policy or Procedure (as applicable by document type) – a narrative that explains the who, what, when, where, how, and why of the policy or details the steps and activities that comprises the procedure.

### Approval and Revision of a M/OP

Except as noted, all new policies are submitted to the Assistant Director of Operations for initial revisions, in conjunction with the Executive Director. After initial editing review, the proposed policy is forwarded to and considered by the Director's Advisory Council (DAC), that will review the proposed draft and make suggestions on revisions. The draft is returned to the appropriate person for further drafting before being resubmitted to the Director's Advisory Council. When DAC feels it is complete—including assigning it a number—it may recommend the proposed M/OP be approved by the Executive Director. Policies specific to the NSRL (series 21) and LLL (series 22) may be developed and recommended for approval by the director of those units to the Executive Director. Policies specific to the Museum Science Program may be developed and approved by the program chair. Upon approval, new policies will be formatted and published by the Assistant Director of Operations.

Museum policies and procedures have a review date at regular intervals. All recommended major revisions should be reviewed by DAC, that will recommend further changes or approval to the Executive Director. Major revisions will be given a new date of issuance. Minor revisions will retain the original approval date with the additional notation in the parenthetical form "(Reviewed January 2001)." Changed sections in a minor revision will be noted by a horizontal line in order to conserve reading time.

### Numbering Plan

Museum operating policies and procedures will be numbered according to series corresponding to the general categories listed in Table 1. DAC will assign the numbers as policies are approved.

**Table 1**

| <u>Series</u> | <u>Description</u>                  |
|---------------|-------------------------------------|
| 1.0           | General Administration              |
| 2.0           | Organization & Governance           |
| 3.0           | Operations & Facilities Management  |
| 6.0           | Information Services                |
| 10.0          | Research                            |
| 11.0          | Publications                        |
| 12.0          | Collections & Collecting Divisions  |
| 15.0          | Visitors                            |
| 16.0          | Exhibits                            |
| 17.0          | Education Programs & Planetarium    |
| 21.0          | Natural Science Research Laboratory |
| 22.0          | Lubbock Lake Landmark               |
| 25.0          | Museum Science Program              |
| 29.0          | Museum of TTU Association           |

### Separate Policy and Procedure Documents

All operating policies and procedures are written as separate documents. Operating policies are published with the Museum of Texas Tech University's black logo. Procedures are published with the Museum of Texas Tech University's white logo.

Not all policies will have a requisite procedure. Procedures should include any pertinent forms that may be filled out. Procedures are developed by the position or division who has designated responsibility in the M/OP. Proposed procedures are submitted to the Assistant Director of Operations for editing and formatting. DAC may review approved procedure documents by the request of the Executive Director. When finalized a M/OP-P will be published in hard copy, on the Museum website, and shared network drive. No security sensitive procedures will be posted to public access.

### Higher Authority

No unit or division policy can supersede the authority of a Museum Operating Policy.

### Availability of Museum Operating Policies

An official hard copy, maintained by the Assistant Director for Operations, will be kept updated and available in the Museum Administration office. A PDF version will be placed in the shared network drive xShare for access by all faculty, staff, and students. At the adoption of this policy, the location is xShare:/INFORMATION\_FILES/MOTTU POLICIES & PROCEDURES. The working Microsoft Word file and a PDF version will be placed in the administrative network drive for access by Administration Office staff members. All current M/OPs also will be uploaded to the Museum's website by the Director of Information Services.