



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 10.1: Research Associates

Date: April 19, 2010 (reviewed June 17, 2013)

Purpose: This document defines the guidelines for consideration and appointment of Research Associates of the Museum of Texas Tech University.

Review: This policy will be reviewed in even-numbered years by the Director's Advisory Council with recommended changes approved by the Executive Director.

POLICY

Research Associates of the Museum of Texas Tech University are professionals, who may or may not be employees of Texas Tech University, who are associated in a professional manner with collections-based research, educational endeavors, and teaching pursuits of the Museum and Museum personnel. Appointments are on a five-year basis by the Executive Director of the Museum. The appointment is honorary and without financial remuneration. The responsibilities of a Research Associate may include, but not limited to: conducting field and laboratory research, engaging in public programs development and interpretation, performing instructional efforts that tutor and mentor students, faculty, and staff, and carrying out scholarly and creative activities, all in association with the professional staff and faculty of the Museum.

Research Associates are nominated by staff and faculty of the Museum of Texas Tech University, reviewed and recommended by the Director's Advisory Council, and approved by the Executive Director. Research Associates historically have contributed to the ongoing development of the Museum, and, consequently, their names are retained whenever a Research Associate retires or is deceased. This act continues to honor and recognize their contributions and provides a history of association. The Museum reserves the right to remove someone from the Research Associate roster for just cause.

The Senior Research Associate in the Natural Science Research Laboratory will prepare a notification, certificate, and related correspondence to a newly appointed Research Associate, as well as to maintain a current roster of all Research Associates of the Museum of Texas Tech University.