

Title: Museums, Galleries, and Permanent Collections	Policy No: 3.2
Category: Academic Administrative Processes	Effective: Fall 2000 Effective with Revisions: Fall 2007

Policy Statement: Any entity that provides educational, public service, and/or research functions and opportunities and requires a physical space with a degree of permanency will be classified as a “museum, gallery or collection.” Museums, Galleries and Permanent Collections must be approved and will be monitored by the Office of Academic Affairs. An entity operating under some other name that functions like one of the above requires approval from the Department Chair/School director, Dean and Office of Academic Affairs and possible re-designation as a Museum, Gallery or Permanent Collection. Existing terms within this designation include: Lab (exclusive of normal classroom labs), Museum, Gallery, Herbarium, and Collection.

Background: A list of existing approved special exhibits/labs may be found in the Office of Academic Affairs.

Purpose: Develop a functional definition of Museums, Galleries and Permanent Collections and establish associated procedures.

Implementation Date: Fall Semester 2000, Revised Fall Semester 2007

Related Procedures:

Creation of a new Museum, Gallery, or Permanent Collection

1. Proposals for new museum, gallery or permanent collection must be routed through appropriate channels including department chairs/school directors and deans to the Office of Academic Affairs.
2. The proposed museum, gallery, or permanent collection should align with the mission and strategic plan of the department/school and college in which it resides.
3. Any unit expected to provide funding to the museum, gallery, or permanent collection, including faculty reassigned/overload or stipend time, must approve the proposal before it moves forward.
4. Each proposal must identify: (a) mission, (b) goals, (c) need/justification, (d) budget (direct and indirect costs and income estimations), and (e) five-year strategic plan.
5. The proposal must be approved by the provost.
6. If deemed appropriate, the provost will ask that the academic center proposal be included in the planning and budgetary processes.
7. Annual strategic plans and reports will be submitted to the Office of Academic Affairs in conjunction with Department/School and College strategic plans and reports.

Annual Reporting Process

1. Each year the supervisor of the Museum, Gallery, or Permanent Collection will submit a strategic plan which sets annual goals and objectives. The strategic plan should include a listing and description of specific activities, goals for those activities, budget required for those activities, and estimated income (if relevant) from the activities.
2. The strategic plan will be submitted in conjunction with the department/school, and/or college strategic plan and approved by both the department chair/school director and dean before being submitted to Academic Affairs for final approval.
3. Annual reports will be submitted on the previous year's strategic plan simultaneously with the next year's strategic plan.
4. The annual report will include (a) goals met, (b) data on activities such as number of individuals and/or organizations served, (c) assessment data on effectiveness of activities in meeting stated goals, and (d) budget (income and expenses, including any faculty load assignments).
5. These reports will be routed through the department chair/school director to the dean and then to Academic Affairs.

Process to Discontinue a Museum, Gallery, or Permanent Collection

1. A museum, gallery or permanent collection may be discontinued for any of the following reasons: (a) no longer supports the mission and strategic plan of the department/school and/or college in which it resides, (b) fails to submit a strategic plan that shows meaningful activities and/or fails to submit a strategic plan report, (c) fails to execute the activities in the submitted strategic plan for two consecutive years, (d) lacks faculty or staff willing to run the entity, (e) a shift in departmental budget priorities so the entity can no longer be funded, or (f) the source of revenue ceases.
2. If the college dean in which the museum, gallery, or permanent collection is housed believes it may be discontinued, he/she will meet with the department chair/school director and museum, gallery, or permanent collection director to determine if the entity is still viable, able to meet its mission, and able to provide sufficient activities to warrant keeping the special exhibit/lab.
3. If determined the entity no longer functions effectively, the college dean will submit a proposal stating the reasons for discontinuance to the Office of Academic Affairs.
4. The entity's director will be notified by the Office of Academic Affairs of discontinuance and given 60 days to submit a new strategic plan or funding source for consideration.
5. If the department chair/school director, dean, and Office of Academic Affairs still believe the museum, gallery, permanent collection is unable to contribute in a meaningful way, the director of the special exhibit/lab will be given a timeline and closure date.

6. The Office of Academic Affairs will coordinate with appropriate units all aspects of the discontinuance including signage and nomenclature removal.

Coordinating Offices: Office of Academic Affairs, College Dean(s)

Academic Affairs Point-of-Contact: Vice Provost/Associate Vice President for Academic Affairs.

**Policy approved by the Vice President for Academic Affairs on September 21, 2000.
Policy revision approved by the Vice President for Academic Affairs on August 13, 2007.**

Key Words: Special Exhibits, Lab, Museum, Gallery, Herbarium, Collection