

Bylaws
Museum Studies Program
The University of Kansas

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I. Purpose

A. Introduction

The graduate program in Museum Studies (MUSE) offers training for professional careers in museums, historical agencies, archives, and related institutions. The Museum Studies Program is concerned with the principles and practices of acquisition, management, conservation, and utilization of museum and archival collections; the development and implementation of educational, exhibition, and research programs and services for the public; the nature and history of organizations housing collections; and the philosophy and practices of administration pertaining to these organizations.

B. Program Statement

Since 1981, the Museum Studies Program has offered professional training for careers in museums, historical agencies and related institutions. The program's curriculum provides an understanding of the nature of museums, historical agencies and related institutions as well as specialized training administered by the American Studies Program and the departments of Anthropology, Ecology and Evolutionary Biology, Geology, and History. Students may also pursue a master's degree in Indigenous Nations Studies with a museum studies track.

Opportunities for study in Museum Studies at the University of Kansas cover a broad range, including museums of anthropology, art, classics, history, and natural history; archival, manuscript, and rare book collections; historical societies; and related administrative and research activities. Although diversity is a hallmark of museums and historical agencies, they share many challenges, philosophies, and practices.

The Museum Studies Program provides degree students with a core of courses concerning the theories, history, techniques, and problems common to museums and historical agencies, as well as the specialized operations of such institutions. Students also receive classroom and field training in methods and subject matter in another designated area of concentration. A graduate of the program can undertake professional responsibilities in the world of museum and historical agency work.

II. Program Structure and Administration

A. Structure.

The Museum Studies Program consists of the MUSE faculty, the Director, the Administrative Assistant, and the Instructors for core courses. The program is administered by the Director in consultation with the Faculty Advisory Committee.

B. Administration

1. Director

- a. The Director is the administrative and operating head of MUSE, the chairperson of the Faculty Advisory Committee, and an *ex officio* member of any other MUSE committees or subcommittees. The Director is the official representative of MUSE with other departments, divisions, programs, and administrators of the University, except in those cases when the Director or the faculty, acting jointly

and with the Director's consent, specifically designate another MUSE faculty member, instructor, or administrative assistant to represent the Director.

- b. The Director is responsible for the smooth functioning of MUSE. The Director calls Faculty Advisory Committee meetings, directs and oversees MUSE programs, initiates and/or carries through curricular and other changes in the program, appoints and oversees MUSE staff and instructors, supervises the MUSE budget, applies MUSE and University rules as appropriate, and performs other normal tasks as required by the College and other University administrative units.
 - c. The Director reports to the Dean or designated Associate Dean of the College of Liberal Arts and Sciences.
 - d. The Director decides strictly administrative matters without consultation.
 - e. In those cases in which MUSE's position has been clearly reached in consultation with the Faculty Advisory Committee, the Director (when acting in the capacity of Director) acts and speaks for the unit. Consequently, in all matters on which the Director needs to act on behalf of MUSE, it is desirable that the Director should ascertain by consultation the will of MUSE, and act accordingly. Consultation may take many forms. This statement is in no way to be construed as inhibiting the right of the Director to speak as an individual faculty member when appropriate.
 - f. The term in office of the Director is determined by the Dean of the College of Liberal Arts, but is usually for a period of from three to five years, renewable. The Director is appointed by the Dean, after an appropriate search, usually with the consent of the faculty of MUSE. Searches are governed by the University and College regulations and procedures and by such additional procedures as may be adopted.
 - g. The Director is responsible for updating and correcting changes approved by the Faculty Advisory Committee in the MUSE operating guidelines and procedures during the preceding academic year.
2. Faculty Advisory Committee
- a. The Faculty Advisory Committee (FAC) is convened and chaired by the MUSE Director. Members are appointed by the Dean of the College of Liberal Arts and Sciences, in consultation with the MUSE Director and the Graduate School. The FAC advises the Director concerning program affairs including (but not necessarily limited to): development of program policies, oversight of the academic quality of the program, establishment of criteria and standards for the admission of students to the program, and budgetary and curricular concerns that affect the program as a whole. Under guidelines set by the FAC, the academic design of individual tracks of the program is the responsibility of the participating department and their track committees who report to the FAC through their representatives on the FAC.
 - b. In general, members of the Faculty Advisory Committee are appointed by the Dean in consultation with the MUSE Director.

- c. FAC members representing MUSE academic specialty tracks are appointed by the Dean in consultation with the appropriate department or program and with the MUSE Director.
 - d. Members of the FAC serve a term of three (3) years, with one renewal.
 - e. Faculty Advisory Committee members should be selected on the basis of:
 - 1. Their availability to advise students.
 - 2. Their ability to advise students on careers in museums, historical agencies, archives, or related institutions.
 - 3. Their ability to tend to FAC business.
 - 4. Their experience or expertise in museums or museum-related institutions.
 - f. The FAC is composed of one representative of each of the MUSE academic specialty tracks, the Director of a campus museum, and the President of the Museum Studies Student Organization.
 - g. The President of the Museum Studies Student Organization (MSO) is elected by the graduate student members of the MSO.
 - h. In the case of necessary absences, each voting member of the Council is entitled to designate an alternate.
3. Other Committees
- Other committees may be appointed as necessary by the Director.

C. Meetings of the Faculty Advisory Committee

- 1. The Faculty Advisory Committee meeting is attended by all members of the FAC.
- 2. The FAC will meet together at least once per semester, but may meet more frequently if necessary.
- 3. The Director will provide an agenda for the meeting in advance. Minutes of the meeting will be taken; copies of the minutes will be distributed to the FAC following the meeting.
- 4. Extraordinary FAC meetings may be called by the Director or the FAC as necessary.
- 5. FAC meetings are held with the purposes of keeping the committee members informed of the status of the Program; to solicit input and advice in order to assist the Director; and to discuss and vote on MUSE policy changes.
- 6. If necessary, the FAC may meet in closed executive session.
- 7. Voting Rights of Members of the FAC
 - a. In general, the FAC acts informally at its meetings and agrees on its business and makes its decisions by consensus, rather than by formal vote.
 - b. If, except for revisions of these Bylaws, any business before the FAC requires a formal vote, a majority of the voting membership must be present and a majority of those voting shall decide the issue.

- c. Except in special circumstances generally recognized in parliamentary practice (Robert's Rule of Order being the standard reference), each member of the Council may vote on any motion before the FAC.
 - d. In the absence of a regular member of the FAC, the appropriate designated alternate may vote in behalf of the absent member.
8. Guidelines for Administering Exceptions to Requirements
- a. All requests for exceptions to program requirements are to be initiated by a petition from the student to the FAC. The petition is to be in the form of a letter detailing all pertinent factors.
 - b. Following consideration of the petition by the FAC, and depending on the nature of any exception granted, the student may be requested to file a second petition with the College of Liberal Arts and Sciences.
 - c. If the FAC judges that prior experience is equivalent to training to be gained as a result of the apprenticeship or internship, the FAC may vote to waive or modify the requirements. In order to provide the FAC with sufficient information to make this judgment, the student will submit to the FAC a substantial report which demonstrates that prior professional involvements are equivalent to the learning experience of the apprenticeship or internship. In addition, the student will be responsible for seeing that a supervisor's evaluation of the student's prior experience is submitted to the FAC.
 - d. No requests for reductions in the number of Core or Track course hours will be approved. (Core – 18 hrs; Track – 18 hrs).
 - e. If, on the basis of the student's petition, the FAC is convinced that through previous course work and/or practical experience the student has gained a level of expertise equivalent to that to be gained in a Core or Track course requirement, a substitute course may be designated.
 1. For Core courses, designation of a substitute requires the approval of the Director and the student's track advisor.
 2. For Track courses, designation of a substitute requires approval of the student's advisor and the department or program Track Committee.

D. Support Staff

1. The composition and number of support staff is necessarily dependent on college and university resources, regulations, and approval.
2. MUSE support staff are appointed and supervised by the Director.

E. Instructors

1. Instructors are recruited by the Director in accordance with University guidelines for conducting a job pool search.
2. Salaries for instructors are negotiated by the Director.
3. Instructors must be qualified for appointment to the University graduate faculty.

F. MUSE Assistance to Faculty and Instructors of MUSE Core Courses

1. Support for faculty and instructors of MUSE core courses depends upon availability of resources.
2. Clerical and Supplies
 - a. The staff is employed by MUSE primarily to handle MUSE clerical, budgetary, and administrative work, including office correspondence, memos, official forms and reports, materials pertaining to MUSE courses and seminars.
 - b. Official telephone calls and fax messages by MUSE staff and instructors relating directly to MUSE business may be approved by the Director, and such requests must be made to the Director.
 - c. Requests for photocopying, postage, and other support services for MUSE-related projects should be made to the Director.

G. Revision of the Bylaws and Program Statement

1. Revisions of these Bylaws may be accomplished by circulation of the proposed amendment, in writing, at any meeting of the FAC, followed by an affirmative vote of two-thirds of the voting members present at a subsequent meeting at which two-thirds of the voting membership of the FAC shall constitute a quorum.
2. Revisions of the Program Statement may be accomplished by circulation of the proposed amendment, in writing, at any meeting of the FAC, followed by an affirmative vote of two-thirds of the voting members present at a subsequent meeting at which two-thirds of the voting membership of the FAC shall constitute a quorum.
3. It is a responsibility of the Director to see that the program statement is kept current and is available to all members of the University community who may be interested in the program.

III. Graduate Programs

A Master of Arts degree in Museum Studies and a Post-Graduate Certificate in Collections Conservation are awarded in the MUSE Program.

A. Master of Arts degree in Museum Studies

1. Prerequisites—A general prerequisite for admission to this Program is the completion of a baccalaureate degree in an appropriate field. In addition, each applicant must take the Graduate Record Examination and have a copy of the results sent to the University.
2. Requirements for the degree are:
 - a. Completion of the six core museum studies courses:
 1. MUSE 701, Museum Management
 2. MUSE 702, Nature of Museums
 3. MUSE 703, Introduction to Museum Exhibits
 4. MUSE 704, Principles and Practices of Museum Collections Management
 5. MUSE 705, Introduction to Museum Public Education

6. MUSE 706, Conservation Principles and Practices
 - b. Completion of 18 credit hours of coursework approved by the appropriate track advisor.
 - c. Completion of six credit hours of Professional Internship (MUSE 799, AMS 799, ANTH 799, BIOL 799, GEOL 723, or HIST 799) or exemption from this requirement approved by the FAC.
3. Comprehensive Examinations
 - a. Every graduate degree candidate at the University of Kansas must pass a general examination, in addition to the regular course examinations. The MA examination is given once each semester, the date to be determined in accordance with the regulations for meeting degree requirements set by the Graduate School.
 - b. The Comprehensive Examination for MUSE may be a written or an oral examination, according to the rules established by the academic track department or program faculty.
- A. Post-Graduate Certificate in Collections Conservation
 1. Prerequisite—A Master of Arts degree in Museum Studies (or Historical Administration and Museum Studies) from the University of Kansas is required for admission to the Post-Graduate Certificate in Collections Conservation Program.
 2. Requirements for the degree are:
 - a. Completion of the four courses in Collections Conservation and Preservation (12 Credits total).
 1. MUSE 910, Materials Conservation.
 2. MUSE 930, Preventive Conservation.
 3. MUSE 940, Conservation Assessment.
 4. MUSE 980, Advanced Conservation.
 - b. Completion of two semesters of professional practice in the Stannard Conservation Laboratory.
 - c. Completion of a publishable research project.

IV. Faculty

A. Membership Eligibility

The MUSE faculty is composed of the Director, the Faculty Advisor for each academic track in the MUSE program, KU faculty and staff who teach MUSE courses, and currently appointed MUSE instructors.

B. Rights and Privileges

1. All MUSE faculty have the right to attend MUSE faculty meetings.
2. MUSE faculty meetings are called by the Director as needed.
3. All MUSE faculty have the right to vote on appropriate issues.

4. A quorum at all MUSE committee meetings shall consist of not less than one-half plus one of the voting members of the body.
5. All decisions will be taken by majority vote (one-half plus one of those voting).

C. Policy Making

1. The MUSE Director, in consultation with the FAC, sets policy for the MUSE program and is responsible for establishing rules for the governance of MUSE, providing that such rules do not violate University Rules and Regulations.
2. The FAC sets the academic requirements for the museum studies portion of the program (18 credits of core courses plus six credits of internship), in conformity with University regulations.
3. The faculty of each academic track sets the academic requirements for that track, in conformity with University regulations.

V. Student Affairs

A. Status of Students in MUSE

Graduate students (degree-seeking, non-degree seeking, and non-degree C graduate students in the certificate program) are considered to be Students of the MUSE Program.

B. Election of Student Representatives

1. At the end of each academic year the Museum Studies Student Organization (MSO) will elect a President, who (in addition to other MSO duties) will serve on the Faculty Advisory Committee as the student representative.
2. If the MSO fails to elect a President in a timely fashion, or if the MSO President is unable to fulfill her or his duties, the Director will appoint a temporary Student Representative pending the next MSO election of a President.
3. The number of student representatives on MUSE policy-making committees (including the FAC) will be equivalent to twenty percent (20%) of the voting faculty membership.

C. Advising

1. Students in the MUSE program are advised on the Museum Studies portion of the program by the Director.
2. Students in the MUSE program are advised by their Track Advisor or another faculty member designated by their Track Advisor on the academic specialty track portion of the program.

3. Students in the Post-Graduate Certificate in Collections Conservation Program are advised by the Director and the Certificate Program faculty members.

D. Petitions and Grievances.

Students may bring petitions and grievances to the Director who will advise them of College and University grievance procedures.