

**Policies and Procedures for Joint Faculty-Curators in the  
UNM Department of Anthropology and  
Maxwell Museum of Anthropology**

**July 2020**

**Approved by vote of the Anthropology Faculty on November 6, 2020**

This document defines policies and procedures for mentoring, evaluation, and promotion of Individuals with *joint fractional appointments* (.5 in each unit) as tenure track faculty in the UNM Department of Anthropology and as academic curators<sup>1</sup> in the UNM Maxwell Museum of Anthropology. In addition to adhering to all relevant policies in their own units, both units adhere to all relevant Policies and Procedures of UNM and the College of Arts and Sciences:

<https://handbook.unm.edu/>

<https://policy.unm.edu/regents-policies/>

<https://policy.unm.edu/university-policies/>

Departmental policies are listed at <https://anthropology.unm.edu/resources/index.html>

See also:

*“Codifying Responsibilities for Museum Faculty-Curators in the College of Arts And Sciences,”* 24 September 2014

The Department of Anthropology and Maxwell Museum are committed to pursuing and supporting faculty-curator appointments that serve the intellectual visions, teaching, and curatorial needs of both units. A successful faculty-curator appointment creates intellectual and pedagogical synergies for both units and for the students we serve and strengthens the units’ commitments to research, teaching, and university and community service.

Procedures for faculty-curator searches are presented in the document *“Procedures for Joint Hires of Faculty-Curators via a Competitive Search, The Department of Anthropology & The Maxwell Museum of Anthropology University of New Mexico”* (approved by the Department of Anthropology 8/23/19 and Maxwell Museum Director’s Advisory Committee 8/22/19).

Both units will jointly develop policies and procedures that will allow the faculty-curator to succeed and thrive at UNM. This document is an effort to codify these policies and procedures.

Tenure is based solely in the academic department. However, both the Department and Museum will conduct annual assessments and promotion reviews. Museum reviews will occur in concert with Department review schedules (see *Annual Review of Probationary Faculty Handbook; Annual Faculty and Salary Review Procedure; Tenure and Promotion Review Handbook*).

Upon joining UNM, faculty-curators will be provided with the general academic, research and service expectations of the Maxwell Museum of Anthropology and Department of Anthropology, with the

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<sup>1</sup> UNM HR currently lacks an “academic curator” title (currently referring to the collection/content based curators of archaeology, ethnology and osteology in the Maxwell Museum). This document is premised on a practical and functional equivalency between faculty and curatorial roles of Anthropology-Maxwell faculty-curators until such time as a formal academic curator title is created and approved.

understanding that their work load will be commensurate with their fractional appointments in both units.

To support the success of joint appointments, the Department Chair and Museum Director will meet jointly with the faculty-curator at the start of each academic year.

1. Work load.

The faculty-curator’s Departmental teaching load is 2 courses per year (normally one per semester), with scheduling to be determined by the subfield in consultation with the Chair and the Director. The faculty-curator will develop a three-year curatorial work plan that will identify priorities for the near and long term. The Chair and Director will work with the faculty-curator to balance the teaching load and curatorial responsibilities.

The typical workload of a faculty-curator is as follows

<u>Faculty (.5 appointment)</u>	<u>Curator (.5 appointment)</u>
Scholarly Research (40%)	Scholarly Research (40%)
Teaching (40%)	Curation (40%)*
Service (20%)	Service (20%)

\*for discussion of activities that fall under curation, see “Codifying Curatorial Responsibilities in the Maxwell Museum of Anthropology,

The Department and Museum are committed to flexibility in work expectations during times of particular high demands in either unit. Short-term rebalancing must be agreed upon by the Department Chair, Museum Director, and faculty-curator and documented in writing, with the document signed by all three individuals and retained in the faculty-curator’s personnel file in both units.

2. Start-up funds:

To support the research efforts of the faculty-curator, start-up will normally reside in the Department, with the exception of any portions of the start-up funds specifically related to curatorial work, which will reside in the Museum.

3. Mentoring:

In consultation with the faculty-curator, the Chair and Director will create a committee of three mentors: two from the Department and one from the Museum. If agreed to by the Chair, Director, and faculty-curator, the Mentoring Committee may also include an additional member from a peer unit in the College of Arts and Sciences. The Mentoring Committee exists to foster and support the progress of the faculty-curator. Faculty-curators are also encouraged to seek support and guidance from other faculty and staff. Mentors will adhere to all relevant UNM and Department policies and complete any required training. Expectations for mentoring will follow Department of Anthropology policies (see *Anthropology Department Mentoring Policy and Contract*). The mentors will meet as a group with the faculty-curator at least once per semester and schedule one-on-one meetings at least once per semester. Copies of the signed mentoring agreement will be provided to the Chair and Director, as will copies of the mentee’s annual audit form.

Any areas of concern noted by the mentors or faculty-curator should be communicated to the Director and Chair in a timely way so that they can be effectively addressed.

#### 4. Research Semester

As for other Department faculty, a research semester will be provided to the faculty-curator before tenure review. The faculty-curator will be released from one course of teaching and non-research curatorial work during this semester to enable her/him to dedicate to their personal research. Normal service activities are expected to be fulfilled during this semester; the faculty-curator should work with the Museum Director to ensure that the curatorial workload is appropriately reduced during the research semester.

#### 5. External Funding:

Museum exhibition and collection-based grants will be submitted through and managed by the Museum. Research grants will be submitted jointly through both units.

#### 6. Evaluations:

Faculty-curators will be evaluated by each of their units according to their normal procedures. Annual department reviews for junior faculty are described in the document *Annual Review of Probationary Faculty Handbook*. Milestone reviews are described in the documents *Mid-Probationary Review Handbook* and *Tenure and Promotion Review Handbook*. Museum reviews will include material submitted for the general faculty review with the addition of questions requesting information on specifically curatorial accomplishments and their relation to the faculty-curator's 3-year curatorial plan (see "*Codifying Curatorial Responsibilities in the Maxwell Museum of Anthropology University of New Mexico*").

##### *A. Department of Anthropology Evaluations*

##### *1) General*

- a) Review materials that the candidate prepares for the department will also be submitted to the Director of the Museum, and materials prepared for the Museum will also be submitted to the Chair of the Department.
- b) Each unit will evaluate the work performed *in proportion* to the fractional appointment held according to their unit's normal procedures.
- c) The Chair and Director will meet to discuss their unit's evaluations.
- d) The Chair and Director will report the results of their annual evaluation to the faculty-curator separately, following normal unit procedures.

##### *2) Annual review of probationary faculty*

- a) Department reviews of probationary faculty are conducted annually and described in the document *Annual Review of Probationary Faculty Handbook*. For probationary faculty, this review also serves as the Annual Salary and Faculty review.
- b) At least one member of the faculty review committee must have expertise in museum practices and standards. The Department Chair will consult with the Director of the Museum to identify this individual. This person will work with other committee

members to consider how or if synergies and contributions of the Candidate's curatorial work relate to departmental research, teaching, and service.

- c) To assist the review committee in the above, in addition to normal department review materials, the faculty-curator will include a summary of relevant curatorial contributions for addition to the review file.

3) *Mid-probationary review*

- a) Departmental mid-probationary reviews are normally conducted in your third year (see your faculty contract for specific dates). Departmental procedures are described in the document *Mid-Probationary Review Handbook*.
- b) In parallel with the Department's mid-probationary review, the Museum will conduct a review of the faculty-curator's progress and accomplishments.
- c) At least one member of the faculty review committee must have expertise in museum practices and standards. The Department Chair will consult with the Director of the Museum to identify this individual. This person will work with other committee members to ensure consider how or if synergies or contributions of the Candidate's curatorial work relate to Departmental research, teaching, and service.
- d) To assist the review committee in the above, in addition to normal department review materials, the faculty-curator will include a summary of relevant curatorial contributions for addition to the review file

*B. Maxwell Museum of Anthropology Evaluations*

1) *Three-year curatorial plans*

- a) Curatorial projects, from exhibition development to major collection initiatives, typically extend over multiple years, often require external funding, and involve resources and personnel in multiple divisions of the Museum. Although curator performance reviews (see below) will be conducted annually and in concert with major departmental reviews, to facilitate the effective work of the Museum, curators will develop a 3-year curatorial plan. This plan will identify the goals and outcomes of the curator's work in the coming three years (including exhibitions, collections projects, NAGPRA priorities, curatorial research projects, and accompanying publications, etc.), and will include plans of work towards meeting these goals and outcomes. For new curators, the plan should be completed by the start of the second term of the curator's appointment.
- b) Plans will take into account the part-time, 50% fraction, of the curatorial appointment of curators holding joint faculty appointments and the demands of faculty roles.
- c) Annual reviews will serve as periodic checkpoints towards progress as well as opportunities for modifications and refinement of the plan.

2) *Annual review*

- a) Annual reviews of curatorial work will be conducted in coordination with the review schedule in the home academic department.
- b) Each unit will conduct an independent review and evaluation according to their own policies and procedures.

3) *Major reviews*

- a) In concert with Departmental mid-probationary and promotion review schedule, the Maxwell Museum Director will conduct a comprehensive internal review of the faculty-

- curator's scholarly and curatorial accomplishments.
- b) As part of this review the faculty-curator will create a new three-year plan or substantially update the previous plan.
  - c) The curatorial plan, curriculum vitae and brief statements and supplementary materials on research, curation, and University and professional service will be submitted to the Museum Director for this review.
  - d) In lieu of writing new research and service statements, faculty-curator may provide copies of statements submitted to the Department and will prepare a curatorial statement summarizing their accomplishments over the preceding 3 year period. Included in this statement will be a brief discussion of how or if the synergies or contributions of the faculty-curator's departmental role have contributed to the mission and priorities of the Maxwell Museum.
  - e) The results of the review will be shared with the faculty-curator and Department Chair and forwarded to the Dean's office.

### *C. Communication of Review Results*

Following annual reviews and the Department mid-probationary/Museum 3<sup>rd</sup> year review, the Department Chair and Maxwell Museum Director will meet together with faculty curator to discuss their evaluations, address concerns, and provide recommendations for the future.

## 7. Promotion and Tenure Review

Tenure is held in the Department of Anthropology. Review processes for tenure and promotion to associate professor and full professor will follow university, college and departmental policies and procedures, with the following additions:

- i. The Department Chair will appoint the Promotion and Tenure (P&T) Committee. At least one member of the Review Committee must have expertise in museum practices and standards. The Department Chair will consult with the Director of the Museum to identify this individual. This person will work with other committee members to consider how or if synergies or contributions of the Candidate's curatorial work relate to research, teaching, and service.
- ii. The department requires eight outside review letters for tenure and promotion, five selected by the review committee and three by the candidate. Both the P&T committee and candidate selections will include at least one outside reviewer with curatorial experience who can evaluate the candidate's contributions to scholarship, research, or creative work. The chair of the departmental P&T committee will identify outside reviewers with curatorial experience in consultation with the Museum Director.
- iii. Solicitations to outside reviewers will include a description of the candidate's faculty-curator roles and nature of the joint position so that reviewers are able to prepare an informed evaluation.
- iv. The faculty-curator will include a statement of curatorial accomplishments in their promotion dossier focusing on contributions to research, teaching, public scholarship, and service.

## 8. Reallocation of appointment:

The Department and Museum recognize that joint appointments may create difficulties for the individuals who hold them and that circumstances may arise where a faculty-curator desires to have their position reallocated to 100% in one of their units and/or move their fractional appointment to another UNM unit. Such circumstances are expected to be rare and require careful review, consideration and approval by the A&S Dean's office following consultation with the leadership of both units.

- a. Before a move is undertaken, the Department Chair and Museum Director will, with the support of the Dean's office, meet with the faculty-curator to determine the reasons underlying the desired move and will attempt to address any issues that might make retaining the joint appointment feasible and desirable.
- b. An individual moving from the Department to a 100% appointment in the Museum will no longer hold tenure though will retain their curatorial rank.
- c. The respective salary allocations of a faculty-curator (50% Museum, 50% Department) shall not move with the individual. Thus, if the new home unit seeks a 100% faculty (or curator) appointment, it should identify an additional 50% fraction. The original unit from which the individual is departing will retain its fraction toward a future hire and will be held harmless as a result of the loss of its fractional appointment.
- d. A process of application and review for any individual wishing to move their appointment 100% to either the Museum or the Department will be developed and followed by the unit to which the individual wishes to move their fraction. This will involve the respective decision making bodies of the unit.

Draft approved by C. Sinopoli, Director Maxwell Museum of Anthropology and K. Hunley, Chair, Department of Anthropology.  
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