

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY
DUTIES AND RESPONSIBILITIES OF DIRECTORS OF UMMZ AND HERBARIUM

1. Provide discipline-specific leadership supporting biodiversity research and ensure availability of materials to qualified researchers; maximize stewardship of the biodiversity collections
2. Oversee daily operations of the institution, including regular meetings with curators and collections support staff
3. Supervise and evaluate curator and staff performance
4. Allocate GSRA (Graduate Student Curatorial Assistant) lines
5. Administer collections- and facilities-based endowments and budget allocations
6. Ensure regulatory compliance of Museum activities and determine specimen transaction policies
7. Ensure compliance with University and LSA policies for museum practices
8. Promote proper data management standards and practices and expand databasing/digitization of collections and their web-based dissemination
9. Promote Museum-related projects and grants; coordinate fundraising for biodiversity resources with EEB and with other museum units in LSA
10. Ensure that the EEB chair is fully informed of activities and needs of the museum unit to promote their use in teaching, research, and outreach
11. Assist with on-site management of the Varsity Drive facility; for the near future this includes working closely with LSA and contractors to ensure that construction and subsequent move of the collections are done professionally and with a minimum of disruption to the teaching and research mission of the Museum.
12. Represent the Museum to the public in national and international consortia and meetings
13. Meet regularly with LSA Museum Directors to coordinate museum-related activities across campus.

Approved by EEB Museum Directors group
Approved by EEB Executive Committee

January 26, 2011
January 31, 2011