

Bylaws of the Institute of Arctic and Alpine Research

I. Mission

The University of Colorado established the Institute of Arctic and Alpine Research (INSTAAR) in 1951 to enhance understanding of mountain and polar regions. INSTAAR develops scientific knowledge of natural and anthropogenic physical, biological, and biogeochemical processes in Earth's cold regions at local, regional and global scales, and applies this knowledge to improve society's awareness and understanding of environmental change. The world's high-altitude and high-latitude regions are the Institute's traditional focus, but the pursuit of understanding of these regions has led INSTAAR researchers to a geographically wide range of interdisciplinary studies of Quaternary to modern environments, which include research in geochronology, human and ecosystem ecology, hydrology, oceanography, landscape evolution, biogeochemistry, and climate. INSTAAR's national and international research leadership in these areas is augmented by strength in graduate education and exposure of undergraduates to the research enterprise, as well as by outreach to the broader public both locally and nationally. In doing so, INSTAAR strives to maximize diversity, equity, and inclusion within its membership.

II. Governance

A. Directorate

The Directorate is the governing body of the Institute. The Directorate is responsible for strategic planning, designing, initiating, and carrying out the research and educational programs of the Institute, for ensuring continuity in the nature of the scientific tasks and in the resources for conducting them, and for coordinating the work with the relevant external organizations. The Directorate seeks to ensure a safe, inclusive, and diverse workspace.

The Directorate is composed of voting and non-voting members. The voting members are Fellows and Senior Fellows, hereinafter referred to as "*Fellows*". The INSTAAR Director, INSTAAR Associate Director, and Director of the Mountain Research Station are *Fellows ex officio*. *Fellows* are responsible for hiring new faculty, the evaluation and promotion of *Fellows*, and determining major commitments of INSTAAR resources. All INSTAAR tenured and tenure-track faculty are *Fellows*. Research Scientists may also be *Fellows*, as detailed in Section B-5. The procedure for application to become a *Fellow* is given in the Standing Rules. All *Fellows* are expected to attend Directorate Meetings during the academic year. *Fellows* who are not in residence are considered *Fellows in absentia*, and are not counted toward a quorum, nor are they expected to participate in voting.

Non-voting members include the Chief Financial Officer, Assistant to the Director, Fellows *Emeriti*, Information and Outreach Officer, System Administration Officer, and others as identified by the Director, as well as one representative each from the Graduate Students, Research Scientists, Postdoctoral Scholars, and Professional Research Assistants. Non-voting members are encouraged to participate in discussions of the Directorate.

B. Members of INSTAAR

1. INSTAAR Director

The Director is the principal executive officer and appointing authority, responsible for the overall leadership of the Institute within the Rules of the Regents, the policies of the University, and the Bylaws of the Institute. The Director reports to the Vice Chancellor for Research and Innovation, and is the principal spokesperson and representative of INSTAAR. The Director is responsible for the finances of the Institute and matters pertaining to the Institute's administrative, resource management, research, and teaching programs. The Director shall be a Senior Fellow *ex officio* and rostered in the Institute, and also a member of a department in which he or she holds tenure. The Director will appoint an Acting Director during periods of absence.

2. Associate Director

The Associate Director is a *Fellow* of INSTAAR, and may serve as Acting Director of INSTAAR in the absence of the Director. The Director assigns the duties of the Associate Director.

3. Director of the Mountain Research Station

The Director of the Mountain Research Station (MRS) reports to Director of INSTAAR for all matters concerning teaching and research at the MRS, which is available as a University facility. The Director of the MRS shall be a *Fellow* of INSTAAR, but not necessarily a faculty member in the University. The MRS Director shall be responsible for developing and managing the educational mission, supporting the research mission, and development priorities for the MRS, and supervision of the MRS Station Manager.

4. Tenure, Tenure-Track Fellow

A tenured or tenure-track *Fellow* (TTT *Fellow*) has a tenure home in one of the Schools or Colleges of the University of Colorado Boulder, and is assigned formal teaching duties and responsibilities by that unit, as defined in the Faculty Handbook. Tenured faculty hired at the Associate or Full Professor level are designated *Senior Fellows* of INSTAAR. Assistant Professors are designated *Fellows* of INSTAAR. Assistant Professors being granted tenure and promotion to Associate Professor are automatically promoted to *Senior Fellow*. All TTT *Fellows* report to the Director, and in most cases also to the Chair of the Department in which they are rostered.

5. Research Scientist Fellow

A Research Scientist *Fellow* has an appointment in the University of Colorado Boulder and has established a professional activity that contributes to the goals and missions of INSTAAR, including in research and education. They are recognized, or have the potential to be recognized, for excellence in his or her field. Appointment as a Research Scientist *Fellow* is by application through the Personnel Committee in accordance with the procedures given in the Standing Rules. The Personnel Committee will make a recommendation to the Directorate with a secret ballot of the *Fellows* determining acceptability. Appointment as *Fellow* or *Senior Fellow* is based on time-since-PhD and the individual's record of accomplishment, generally consistent with the expectations of Assistant Professor corresponding to *Fellow*, and Associate or Full Professor

corresponding to *Senior Fellow*. Research Scientist *Fellows* report to the INSTAAR Director.

INSTAAR strives to recruit Research Scientist *Fellows* who are at the forefront of their fields, with scientific specializations that further the INSTAAR mission. Furthermore, the appointment and promotion of Research Scientist *Fellows* considers achieving a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to INSTAAR's success. As with all positions within the University of Colorado, INSTAAR does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. Research Scientist *Fellows* are part of a collaborative, supportive, and respectful environment that increases the participation and contribution of all employees.

6. Research Professor

A Research Professor appointment is parallel to a professorial appointment as documented in the Faculty Handbook. Research Professors report to the Director. Assistant Research Professors are *Fellows*, and Associate or Research Professors are *Senior Fellows*. Procedures for the appointment, reappointment, evaluation and promotion for Research Professor Series titles faculty (Assistant Research Professors, Associate Research Professors, Research Professors) are detailed in the Office of the Vice Chancellor for Research and Innovation at the University of Colorado Boulder.

7. Research Scientist

A Research Scientist of INSTAAR is a person whose professional activity contributes to the goals and missions of INSTAAR, including research and education; who is recognized or has the potential to be recognized for excellence in his or her field; whose appointment is with the University of Colorado; and who has been appointed to INSTAAR according to the procedures given in the Standing Rules.

8. Other Titles

a. Postdoctoral Scholars

Postdoctoral Scholars of INSTAAR will have completed their doctoral studies, and their professional activities contribute to the goals and mission of INSTAAR, including research and education. Postdoctoral Scholars are considered to be in temporary, traineeship roles classified as either: Postdoctoral Associates or Postdoctoral Fellows. Postdoctoral Associates are paid through internal funds, such as through a PI's grant. Postdoctoral Fellows are paid from external sponsors and have a direct reporting relationship with the sponsor. All Postdoctoral Scholars have a faculty mentor who guides their career and professional development, normally a member of the Directorate or Research Scientist (RS-II or above). Postdoctoral Scholars are encouraged to attend trainings and opportunities to present their research.

b. Affiliate

An Affiliate of INSTAAR is a person who has active ongoing collaboration with INSTAAR through research, teaching, or other projects; meets the academic standards of the University of Colorado and INSTAAR; and has been appointed according to the

Standing Rules of the Institute. An Affiliate is normally not an employee, rather a friend, of INSTAAR. If an Affiliate can and will draw salary on a research grant or contract run through the Institute and is not already an employee of the University, then the Affiliate will be reappointed as an employee of CU, i.e. a Research Scientist (see above). INSTAAR offers Affiliates an opportunity to further their own research interests or participate in the educational mission of the Institute. A member of the Directorate must sponsor each Affiliate. The Director must approve all Affiliate offers.

c. Staff: State-Classified Staff, University Staff, and Professional Scientists

INSTAAR Staff assist in the management and administration of the Institute and with the research endeavors conducted by the Institute. Professional Scientists are described in the Standing Rules. The Department of Personnel and Administration, State Personnel Board Rules and Personnel Director's Administrative Procedures outline processes and procedures for State-Classified employees.

d. Graduate Student

INSTAAR graduate students are admitted to the University of Colorado Boulder through an academic unit. They will conduct research that is consistent with the mission of INSTAAR and the University of Colorado Boulder, with a significant portion of that research through INSTAAR. Such students will have a Directorate member as either their principal advisor or as a key member of their advisory committee. At the beginning of each academic year, a list of INSTAAR-affiliated graduate students shall be developed by the Office of the Director.

e. Visiting Scientists and Visiting Professors

Visitors to the Institute, given sponsorship by a *Fellow* of the Directorate, are approved by the Director, and accorded the title "Visiting Scientist" or "Visiting Scholar", with accommodations described in the Standing Rules.

f. Fellows *Emeriti*

A *Fellow Emeritus* of INSTAAR is a person who was a *Fellow* of the Institute whose current professional activity contributes to the goals and mission of INSTAAR.

g. Fellows *in absentia*

A *Fellow* who has been absent from the University of Colorado Boulder Campus for more than 4 months will be considered a *Fellow in absentia*. *Fellows* on sabbatical leave may request to remain active *Fellows* with full voting privileges.

III. Meetings

A. General Meetings

General Meetings of the Institute are held at least once each year. All INSTAAR personnel are strongly encouraged to attend.

B. Meetings of the Directorate

Meetings of the Directorate are called by the Director or designee, and held monthly during the academic year, or more frequently as required. Normally there will be at least a one-week

notice before a meeting. An agenda shall be circulated prior to each meeting and minutes circulated after the meeting and prior to the next meeting. Directorate members may add items to the agenda. All Directorate Members are expected to attend. The meetings are guided by Roberts Rules of Order.

C. Voting

1. Fellows

Fellows are the voting body of the Directorate. A quorum shall consist of a two-thirds of the *Fellows* in residence. Motions moved and seconded for consideration in any meeting are voted on and will carry by a simple majority of the *Fellows* present, including proxy votes. A one-week delay applies to votes on *Fellow* promotions, *Fellow* hires, and major INSTAAR resource commitments, the time to start after a motion has been moved and seconded for consideration. In special circumstances this delay may be overruled by a three-quarter majority of the *Fellows* present. Except as specified below, *Fellows* may vote on any other item brought before them.

2. Voting for new Director and reappointment of existing Director

All *Fellows* may vote on candidates to become a new Director of INSTAAR following recommendations from the Search Committee. All *Fellows* may vote on reappointment of an existing Director following recommendation of the Director Reappointment Committee.

3. Votes on candidates to become INSTAAR Fellow

All *Fellows* may vote on recommendations from the Personnel Committee for candidates to become a new INSTAAR *Fellow*.

4. Votes on promotion and tenure

Only *Senior Fellows* may vote on promotion from *Fellow* to *Senior Fellow*. Only *Senior Fellows* may vote on recommendations to cognate departments on 1) reappointment of Assistant Professors; 2) tenure; and 3) promotion of Associate Professors to Full Professor.

5. Proxy voting

Proxy voting is allowed and counts toward a quorum. No *Fellow* may carry more than one undirected proxy vote. Directed Proxy Votes should be submitted to the Assistant to the Director or the Director.

6. Absent Fellows

Absent *Fellows* may provide the Assistant to the Director, or the Director with a Directed Proxy Vote, or request, in advance, either a ballot or to be excluded from voting. *Fellows* who are not in residence are considered *Fellow in absentia* and are not expected to vote, nor are they counted to establish a quorum. Reasonable effort shall be made to contact *Fellows* who will be absent in advance of votes on Bylaws and personnel matters.

7. Secret Ballots

Secret ballots are required for new hires, promotion, and matters of Bylaws and Standing Rules. Any *Fellow* may request a secret ballot on any other motion.

IV. Organization

The Institute normally divides itself along natural research-related divisions into 3 or 4 approximately equally sized Interest Groups. These groups are for administrative purposes, and individuals may move between Interest Groups as their own interests change, or to maintain balance and diversity of the Interest Groups.

A. Standing Committees

Standing Committees are established at the start of each Academic Year. Except where noted, the Director will appoint committee members primarily from the *Fellows*, but may include members from other groups within INSTAAR or from other units with which INSTAAR shares faculty as appropriate.

1. Executive Committee

The Director chairs the Executive Committee. The Executive Committee is composed of one representative elected from each of the Interest Groups, Director of the MRS, the Associate Director, all elected from the *Fellows*, and a member-at-large elected from the Research Scientist *Fellows*. The Chief Financial Officer and the Assistant to the Director serve in an *ex officio*, non-voting capacity. The representatives of the Interest Groups may choose an alternate in case they are unable to attend an Executive Committee meeting. Members of the Executive Committee will serve two-year terms that will be staggered to ensure overlap and corporate memory. The Executive Committee shall oversee the ongoing status and annual evaluations of the *Fellows*, and advise the Director on both fiduciary obligations and financial matters involving the Institute. Monthly meetings on a need basis will be scheduled. Minutes of Executive Committee meetings are considered confidential but may be viewed by a *Fellow* upon request.

2. Personnel Committee

The Personnel Committee is concerned with *ad hoc* applications for membership in the INSTAAR Directorate, for *ad hoc* applications for Research Professor titles, for promotion of *Fellow* to *Senior Fellow*, promotions within the Research Professor titles, and promotions within Research Associates (RA) and Professional Research Assistants (PRA) following the procedures detailed in the Standing Rules. The Committee is appointed or re-appointed by the Director on an annual basis and consists of three INSTAAR *Fellows*. Additional members may be added by the Director as appropriate. *Ad hoc* applications to become an INSTAAR *Fellow* or Research Professor are evaluated by the Personnel Committee, based on criteria specified in the Standing Rules, and a recommendation is made to the Directorate for a vote by the *Fellows*. Those wishing to appeal a decision may do so following procedures outlined in the Standing Rules. Recommendations for promotion within Research Associates (RA) and Professional Research Assistants (PRA) titles are provided to the Director.

3. Search Committees

In the event that INSTAAR seeks to fill a major new or established position, the Director shall form a Search Committee composed of INSTAAR *Fellows*, with external members allowed when their expertise fills important gaps within the *Fellows*. The

Search Committee is charged with developing a job description subject to approval by the Directorate, a review of all applicants for the position, and delivery of short list for consideration by the Directorate as defined in the Standing Rules

4. Ad-Hoc Committees

Such Committees may be appointed and charged, or disbanded by the Director as required. See Standing Rules.

B. Centers and other units within INSTAAR

Centers, and other such units may be formed within INSTAAR, if they are consistent with the mission of the Institute and with University policies and requirements.

V. INSTAAR Council

The INSTAAR Council consists of the Institute Director, Chairs of the departments in which Directorate members hold academic appointments, the Dean(s) of the college and school in which the departments reside, and the Vice Chancellor for Research and Innovation in a non-voting capacity. The Director or Vice Chancellor for Research and Innovation may call upon the Council for advice on broad operational policies, academic programs, staffing, facilities of the Institute, and such other aspects of the Institute as are indicated elsewhere in these Bylaws. The Council meets as required to consider matters pertaining to INSTAAR.

VI. Scientific Advisory Committee

The Scientific Advisory Committee is the external review body for INSTAAR. The Committee advises the Vice Chancellor for Research and Innovation and the Director on the programs of the Institute. Its members, selected by the Vice Chancellor for Research and Innovation on the recommendation of the Director, serve staggered terms of four years and are eligible for reappointment. The chair of the Committee is elected by its members. The Scientific Advisory Committee meets periodically in Boulder to evaluate the general scientific and teaching directions and needs of the Institute. The Committee advises the Director and the Vice Chancellor for Research and Innovation of its deliberations in a report that is also submitted to the university's Council of Deans.

VII. Appointments, Hiring and Evaluation

A. Appointments

1. The Institute Director

When the selection of a Director is to be made, the Vice Chancellor for Research and Innovation working with the INSTAAR Directorate will establish a Search Committee, which will work according to the University of Colorado Boulder's Policy on Diversity. The Search Committee will bring to the Directorate a final list of candidates for on-campus interviews following a secret ballot vote of the *Fellows*. The Director will hold a tenured position in an academic department and should hold research and educational

credentials relevant to the Institute's mission. Because the Director will be tenured in an academic department, the Search Committee will be arranged jointly with the relevant department(s). After a nominee is agreed upon by the INSTAAR Directorate and approved by the relevant academic department, the nomination will be forwarded to the Vice Chancellor for Research and Innovation, the Provost, and the Chancellor; per CU Boulder Administrative Policy Statement 1008, "The chancellor approves any appointment of directors and other chief administrative officers of institutes." The Vice Chancellor for Research and Innovation appoints the Director, subject to approval of the Provost and the Chancellor. The appointment is full time for a four-year term (see University of Colorado Faculty Handbook). The Director is eligible for reappointment, following approval by the Directorate. The nomination will be forwarded to the Vice Chancellor for Research and Innovation, the Provost, and the Chancellor.

2. Acting Director

The Director appoints an Acting Director from the *Fellows* during periods of the Director's absence. The Acting Director is expected to consult with the Director before implementing major decisions.

3. Interim Director

In the event of incapacity, death, or resignation of the Director, the *Fellows* will recommend to the Vice Chancellor for Research and Innovation a candidate from amongst the *Fellows* for appointment as Interim Director, pending the appointment of a new Director. Procedures for the selection and appointment of a Director must be started expeditiously.

4. Associate Director

A *Fellow* of INSTAAR is proposed by the Director for the approval of the *Fellows* by simple majority on secret ballot. The Associate Director serves on a one-year renewable basis.

5. Director of the Mountain Research Station

The Director of the Mountain Research Station is selected by a Search Committee appointed by the Director, and approved by secret ballot of the *Fellows*. The MRS Director is appointed by the Chancellor of the University of Colorado Boulder based on the recommendation of the Vice Chancellor for Research and Innovation and the Provost, and in compliance with University of Colorado Boulder Policy on Diversity. The Director of the MRS serves in a four-year renewable appointment. The Director of INSTAAR, following a positive vote of the *Fellows*, may recommend renewal. The academic interests of the appointee may vary according to the needs of the Institute. The Director of the MRS is a *Fellow ex officio* of the Institute but need not be a TTT *Fellow*.

6. Fellows

a. Tenured and Tenure-Track Fellows

i) FTE and salary wholly within INSTAAR: The INSTAAR Directorate will determine the primary field of interest and an appropriate tenure home. The proposed home academic unit will be approached as a partner in the search, with a Search Committee formed with representation equally by INSTAAR and the academic unit. The Search

Committee will develop protocols for the search following guidelines in the Standing Rules.

ii) FTE and salary shared between INSTAAR and an academic unit, or wholly in an academic unit: INSTAAR and the academic unit will collectively determine the primary field of interest and constitute a Search Committee formed with representation equally by INSTAAR and the academic unit. The Search Committee will develop protocols for the search consistent with guidelines in both units.

iii) FTE and salary wholly within INSTAAR but open tenure home: The INSTAAR Directorate will determine the primary field of interest. The Director will meet with faculty in departments that are plausible tenure homes, with a Search Committee formed with representation from all reasonable tenure home units. The Search Committee will develop protocols for the search following guidelines in the Standing Rules and the partner units.

iv) Other possible combinations of FTE and salary will develop Search Committees and protocols through negotiations between the units cooperating on the search and consistent with rules of all participating units.

b. Research Scientist Fellows

Ad hoc applications by Research Scientists to become a *Fellow* may be accepted following the Standing Rules. The Personnel Committee will evaluate the application using standards approved by the Directorate as given in the Standing Rules. *Fellows* vote on the Committee's recommendations. The vote and dossier are forwarded to the Vice Chancellor for Research and Innovation.

c. Research Professors

Research Scientist *Fellows* are encouraged to apply to become INSTAAR Research Professors. *Ad hoc* applications by Research Scientists who are not *Fellows* to become Research Professors also may be considered following the Standing Rules. The Personnel Committee will evaluate the application using standards approved by the Directorate as given in the Standing Rules. *Fellows* vote on the Committee's recommendation. The vote and dossier are forwarded to the Vice Chancellor for Research and Innovation for review.

7. Postdoctoral Scholars

Appointments are through the Office of the Director according to procedures outlined in the Standing Rules.

8. Staff

INSTAAR Staff who occupy a state-classified position, are hired according to the appropriate state guidelines. Professional-Exempt Staff and Professional Scientists are hired through appropriate Boulder campus policies and procedures.

9. Affiliates

Appointments are through the Office of the Director according to procedures outlined in the Standing Rules. A *Fellow* must sponsor the Affiliate.

B. Termination of Appointment

1. Retirement of *Fellows*

When a *Fellow* retires from the University, their position as *Fellow* is terminated. However, on retirement they may apply for continuation as *Fellow* if they propose to remain active in research and INSTAAR's mission consistent with the expectations of a *Fellow*. Applications in writing should describe how the retiree proposes to contribute to the mission of INSTAAR. Applications are reviewed by the Personnel Committee, which makes a recommendation to the Directorate, and must be approved by a simple majority of *Fellows* in residence.

2. Termination of *Fellows*

The designation of "*Fellow*" may be terminated following three years of Annual Evaluation that are "below expectation" by the INSTAAR Director with the consent of the Executive Committee. Employees "at will" may be terminated by their supervisor without cause. Termination of *Fellows*, including Directors and Associate Directors follow the Laws of the Regents that establish a provision for the dismissal of faculty members on the grounds of demonstrable profession incompetence, neglect of duty, insubordination, conviction of a felony, or any offense involving moral turpitude upon a plea or a verdict of guilty or following a plea of nolo contendere, or sexual harassment, or other conduct which falls below minimum standards of profession integrity. The Laws of the Regents include provisions for notification to the faculty member and referral to the Committee on Privilege and Tenure.

3. Termination of the *Director* and process for removal and replacement.

The INSTAAR Director is appointed to a 4-year term, and reports to the Dean of the Institutes. The Director will provide the *Fellows* with a midterm review after two years that will be reviewed by ExCom and then the *Fellows* and is forwarded to the Dean of the Institutes.

At the end of a four-year term, the Director may apply for reappointment, which would be voted on by the Directorate, and if favorable that vote is passed to the Dean of the Institutes. If the Director elects not to re-apply, the Directorate and Dean of the Institutes will be notified a year in advance. The Dean of the Institutes will appoint a Search Committee to recruit a new Director.

4. Termination of the Associate *Director* and process for removal and replacement

The Associate Director is appointed by the Director after approval by the *Fellows*, and serves on a year-by-year basis. This is considered an "at will" position and may be terminated without cause.

5. Termination of the *Director of the Mountain Research Station* and process for removal and replacement

The Director of the MRS is considered an "at will" position and may be terminated without cause.

C. Evaluation

1. Director

The Vice Chancellor for Research and Innovation shall obtain a recommendation regarding the Director from the *Fellows* of INSTAAR and the department in which the Director holds tenure, and will make an annual evaluation of the Director.

2. Director of the Mountain Research Station

Evaluation of the Director of the MRS will be made by the Director in consultation with the INSTAAR Executive Committee.

3. Fellows

Each *Fellow* will provide the Director with a completed "Faculty Report of Professional Activities" form and potential additional information as specified in the Standing Rules. Annual evaluations will be carried out by the Executive Committee, and communicated to each *Fellow* in writing. These written evaluations will be distributed to home departments.

4. Fellows Emeriti

No formal annual review is expected of *Emeriti*. Activities of Fellows *Emeriti* will be periodically reviewed by the Director or designee to ensure that the level of activity and Institute support are commensurate.

5. Research Scientists (II, III, SRS) who are not *Fellows*

Research Scientists (RS-II, RS-III, and SRS) will provide the Director's Office, with a completed "Faculty Report of Professional Activities" or its equivalent. It is the supervisor's responsibility to conduct both a written and oral evaluation of the employee's performance, and provide a signed evaluation to the Office of the Director.

6. Postdoctoral Scholars

Postdoctoral Scholars are encouraged to complete the "Faculty Report of Professional Activities" and provide that to their supervisor and the Office of the Director. Postdoctoral Scholars meet formally with their supervisor at least once each year for evaluation and mentoring. Mentors of Postdoctoral Scholars are encouraged to work with their mentorees to develop an Individual Development Plan as outlined in the Office of Postdoctoral Affairs in the Office of Research and Innovation.

7. Staff

Staff supervisors evaluate classified Staff Personnel, Professional Scientists and Professional-Exempt Staff annually. Procedures for this evaluation and requirements for notifying staff of the results will follow the Rules and Regulations of the State Department of Personnel. Professional Scientists and Professional-Exempt staff evaluations will follow the policies and procedures of Boulder campus.

8. Affiliates

No annual evaluation is conducted on Affiliates.

9. Appeals

Any member of the Institute may appeal an evaluation by letter to the Personnel Committee according to the Standing Rules.

VIII. Finances

The Director is responsible to the Vice Chancellor for Research and Innovation for all expenditures within Institute accounts. The Director or their designee, in a timely fashion and in consultation with the Executive Committee, shall prepare an annual budget for INSTAAR. The Executive Committee will review the year's budget actions and report on them to the Directorate, on an annual basis. The Executive Committee and the Directorate shall approve major changes to the budget. Any member of the Directorate may bring a budget matter to the attention of the Directorate via the Executive Committee.

IX. Research Organization

The Institute Director is administratively responsible for approved research proposals and related budgetary matters, including salaries proposed for Consultants, Research Scientists, other assistants, and Staff. INSTAAR's Chief Financial Officer evaluates research proposals, including budget information, for technical compliance and to ensure essential support for the Institute. Any proposal requiring specialized and/or large increases of office or laboratory space to meet proposal goals will be assessed by the Director or their designee prior to submission to the Office of Contracts and Grants (see Standing Rules). Research proposals requiring the use of facilities at the Mountain Research Station require the signatures of both the Institute Director and the Director of the Mountain Research Station. Principal Investigators are responsible for Staff and Graduate (and undergraduate) Research Assistant appointments and for the budgets of their grants and contracts.

X. Publications

A. Arctic, Antarctic, and Alpine Research

Arctic, Antarctic, and Alpine Research is a quarterly, international refereed journal is published by INSTAAR. Operation of the Journal is governed by its own bylaws.

B. Occasional Papers

Occasional Papers is a series published by INSTAAR on work performed by INSTAAR personnel and colleagues. Proposals for Occasional Papers and the sources of funding are approved by the Directorate in accordance with guidelines set out in the Policy Statement for Occasional Papers.

XI. Changes to the Bylaws

Changes to the Bylaws require written notice of motion to be submitted and circulated to all Directorate members at least two weeks prior to the meeting at which they are to be considered. A reasonable effort will be made to provide an absentee ballot for all *Fellows* unable to attend such a meeting. Changes to the Bylaws require a two-thirds majority of the *Fellows* and will not take effect until approved by the Vice Chancellor for Research and Innovation. If the Vice Chancellor for Research and Innovation does not approve the recommended changes to the Bylaws, the *Fellows* and Scientists may appeal directly to the Provost.

XII. Changes to the Standing Rules

Changes to the Standing Rules require a two-thirds majority favorable vote of the *Fellows*. A reasonable effort will be made to provide an absentee ballot for all *Fellows* unable to attend such a meeting.