

Department Constitution

This Constitution for the Department of Statistics is intended to supplement various University documents and also to address issues not covered by these documents. If there is any overlap or contradiction with the University documents, the latter documents will take precedence. We list some of the documents: 1) The Faculty Handbook; 2) The Staff Handbook; 3) The Arts and Sciences (A&S) Bylaws (see the most recent September 1 A&S Gazette); 4) The A&S Graduate Bulletin; 5) The A&S Undergraduate Bulletin.

0. **Method of Revising Constitution.** This document may be revised by a 2/3 majority of the Tenure Stream Faculty (see Definitions below). The same proportion is required to temporarily waive portions of this document.

I. Department Membership, Voting and Definitions

A. Membership

1. Regular Faculty - full time faculty who receive 100% of their salary from Department.
 - a. Tenured Faculty
 - b. Tenure Stream Faculty
 - c. Non-tenure Stream Faculty
 - i. Lecturers, Instructors and all professorial ranks
 - ii. Visiting Faculty
2. Joint Appointments - salary is partly paid by another department or school.
 - a. Faculty who are partly paid by Department.
 - i. Primary - Statistics is designated as primary department.
 - ii. Secondary - another department is designated as primary department.
 - b. Faculty who receive none of their salary from the Department. These are also called courtesy appointments.
3. Adjunct Appointments
4. Staff
5. Graduate Majors
6. Undergraduate Majors

B. Voting - in the following we describe the category of voting and the faculty who have these privileges.

1. Voting on all issues - can vote on all issues subject to the "rank above" (see Definitions below). This

category includes Regular Faculty given in A.1.a and A.1.b and also the Primary Faculty of A.2.a.i who are tenured or tenure-stream.

2. Additional voting on particular issues
 - a. Departmental issues only - can vote on any but tenure stream personnel issues. These are the Regular Faculty of A.1.c.i.
 - b. Curriculum issues only - Joint Faculty of A.2.a.ii.
3. No voting rights - Visiting Faculty of A.1.c.ii, Joint Faculty of A.2.b, Adjunct Faculty of A.3, Staff, Graduate Majors and Undergraduate Majors.
4. In general issues will be decided by a majority vote of the appropriate faculty "in residence" (see Definitions) unless the issues are major (e.g. promotion, tenure, electing a chair) and in this case it will be a majority of all appropriate faculty. If there is any doubt, the Executive Committee will decide which group of faculty will vote on which issues.

C. Definitions. The terminology "Tenure Stream Faculty" will be used to designate Regular or Primary Tenured or Tenure Stream Faculty (i.e. the faculty of A.1.a, A.1.b, and also the faculty of A.2.a.i who are in the tenure stream). The phrase "Tenure Stream Faculty in Residence" refers to Tenure Stream Faculty who are working at the University and are not on Leave or on Sabbatical. "Voting Faculty" will designate faculty who may vote on Departmental issues (B.1 and B.2 above). "Voting Faculty in Residence" will be similarly defined as above. On issues involving voting for renewal, promotion and tenure, only those faculty holding a rank higher may vote on issues involving a faculty currently at a lower rank. (Tenure is considered a higher rank than not having tenure, even for different ranks, e.g. a tenured associate professor can vote on the tenure of a full professor, similarly tenure stream is a higher rank than non-tenure stream.) We use the phrase "rank above" to describe this.

II. Chair, Committees and Meetings

- A. Chair. The Chair of the Department will be appointed by the A&S Dean for a three year term upon the recommendation of a vote of the Voting Faculty in the Department. The Chair will be selected on a rotating basis from among the tenured faculty of the Department (or candidates from outside the Department if that is decided in the meeting described below) and will usually serve for one, but no more than two consecutive terms. In the first week of the Spring term of the third year of any Chair's appointment, a faculty meeting will be called, without the Chair present, to discuss the appointment of a new chair (possibly from outside the Department) or the reappointment of the present one for a single additional term (if the current Chair is serving a first term). In the meeting the form of the voting procedure

will be decided upon and balloting will take place after the meeting. The final results will be reported to the Dean who will take into account the outcome in making the appointment of the next Chair.

B. Committees/Directors

1. Executive Committee - will consist of the Chair and two members of the Voting Faculty elected for two year terms by the Voting Faculty in Residence. These two faculty members will be elected to serve staggered terms. (The first election will be for both members but one will be elected for only one year.) The main duties of this Committee will be to assist the Chair in providing annual reviews of the Faculty and also to advise the Chair on important matters, including consultation with the Chair when it comes to making major Departmental purchases (currently \$1000 or more).
 2. Graduate Committee - will be headed by a Graduate Director who will be appointed by the Chair for a term not to exceed the remainder of that Chair's present term. One other faculty member will be appointed by the Chair, in consultation with the Director. Duties of the Graduate Committee will involve the recruitment, the coordination of advising (until a master's thesis or a Ph. D. dissertation advisor is selected), curricular initiatives and care of graduate students and cooperation with the Course Coordination Committee concerning Teaching Assistants. The Graduate Director will receive a course reduction of one course per year, subject to the A&S Dean's approval.
 3. Undergraduate Committee - will be headed by an Undergraduate Director appointed by the Chair for a term not to exceed the remainder of that Chair's present term. Also one other faculty member will be appointed by the Chair in consultation with the Director. The committee will be involved with undergraduate statistics majors, advising, recruitment, programs and curricular initiatives.
 4. Course Coordination Committee - will consist of a Director appointed by the Chair for a term not to exceed the remainder of that Chair's present term and one other faculty member appointed by the Chair in consultation with the Director. The Committee will be involved with the scheduling of all Statistics courses including the ASEC courses and their staffing and supervision. The Committee will solicit faculty preferences for teaching each term and make assignments in consultation with the Department Chair. It will also cooperate with the A&S ASEC Committee.
- C. Departmental Meetings- at least one per term plus one per year to evaluate graduate students. Minutes will be taken, maintained by the Department's Administrative Assistant, and made accessible to all Regular Faculty. Special meetings may be called with the permission of the Executive Committee or by a petition of 25% of the Tenure Stream Faculty.

III. Promotion, Tenure, Salary Raises

A. Promotion and tenure recommendations - will be decided upon by the Tenure Stream Faculty for tenure stream cases, while the Executive Committee will make decisions in the non-tenure stream cases. The specific procedures are given below.

1. Tenure Stream - Detailed procedures for the Department's role in tenure stream promotion procedures (below the rank of Professor) are given in Section B of the A&S Bylaws. The following items supplement these mandated procedures.

Generally, for each reappointment, promotion or tenure case, a Reading Committee of two tenured faculty will be appointed by the Executive Committee. The reading committee will examine the candidate's Faculty Dossier (see A&S Gazette). If a promotion or tenure decision is mandated by University rules (e.g. a sixth year review for a tenure case), outside letters will be solicited. Upon receipt of these the Reading Committee will make a recommendation to the Tenured Faculty who will deliberate and vote on the candidate as specified in the A&S Gazette. If the timing of the case is not mandated (e.g. an early promotion or a promotion to Full Professor), the Reading Committee has the option of recommending that outside letters not be solicited and that the candidate should reapply for promotion at a later time. For reappointments the Reading Committee has the option of not seeking outside letters for the case to proceed. In any case, the Committee will make a recommendation to the Faculty who will deliberate and then vote. All Tenure Stream Faculty at the rank above will vote on conferral of Tenure, promotion to Assistant, Associate or Full Professor and on reappointments.

Mentoring - a committee of two faculty, appointed by the Chair for each candidate, will offer assistance to each untenured, tenure stream faculty member to guide and further the candidate's progress towards renewal and promotion. The Reading Committee, mentioned above, will not generally consist of members of the candidate's mentoring committee. Exceptions must be approved by the Executive Committee.

2. Non-tenure Stream Faculty - Details concerning the promotion and renewal of non-tenure stream faculty are contained in the Department Chair's Handbook. For each promotion a Reading Committee of two faculty at a rank higher will be appointed by the Executive Committee. For renewals such a committee may or may not be appointed at the discretion of the Executive Committee. All tenure stream faculty, as well as all non-tenure stream faculty of the rank above (e.g. senior lecturers are a higher rank than lecturers), shall participate in the discussion and voting for all promotions and renewals.

Mentoring - A mentoring committee for a non-tenure stream faculty member will be formed upon request by the faculty member or at the discretion of the Executive Committee for the duration of the faculty member's initial appointment. The formation of such a committee beyond the initial appointment will be at the discretion of the Executive Committee.

- B. Salary Raises. Recommendations will be made to the Chair by the Executive Committee based upon, but not limited to, materials provided by the individual in the annual report to the Chair. The amount of the raise will take into account the level and the quality of the individual's efforts in research, teaching and service.

IV. Recruiting.

Faculty recruiting committees are appointed by the Chair on an as needed basis. Recruiting for tenure stream candidates will follow procedures in the A&S By-Laws. Recommendations for offers must be approved by a majority of Tenure Stream Faculty in Residence at the rank above for tenure stream cases. For non-tenure stream faculty (who are not visitors of two year duration or less), a majority of all Voting Faculty in Residence at the rank above is required. The Executive Committee will decide on visiting appointments of 2 years duration or less.

V. Staff.

Major appointments (the Executive Committee will decide which are major) to staff will be voted on by the Voting Faculty in Residence. All other issues involving staff will follow the Staff Handbook.