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Department Bylaws

These bylaws for the Department of Statistics (henceforth, the Department) are intended to supplement various University documents and to address issues not covered by those documents. Our primary purpose as a unit is to advance our discipline through teaching, research, service, and collaboration. The Department operates in accordance with the regulations of the Dietrich School of Arts and Sciences (DSAS) and the University. Any provision in these bylaws incompatible with provisions of the official policies and regulations of the Dietrich School or the University shall be resolved in accordance with the relevant DSAS or University regulation. We list some of those documents: 1) the Faculty Handbook; 2) the Staff Handbook; 3) the Bylaws of the DSAS (<https://www.as.pitt.edu/faculty/governance/bylaws-kenneth-p-dietrich-school-arts-and-sciences>); 4) the DSAS Graduate Bulletin; 5) the DSAS Undergraduate Bulletin.

Method of Revising Bylaws. 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 the Department.
 - a. Tenured faculty
 - b. Untenured tenure-stream faculty
 - c. Appointment-stream (AS) faculty
 - i. Teaching (Assistant, Associate) Professors, Instructors, and all professorial ranks
 - ii. Visiting faculty
2. Joint Appointments - salary is partly paid by another department or school.
 - a. Tenured or untenured tenure-stream faculty (T/TS) who are partly paid by the Department.
 - i. Primary - Statistics is designated as primary department.
 - ii. Secondary - another department is the primary department.
 - b. T/TS faculty who receive none of their salary from the Department. These are also called courtesy appointments.
 - c. AS faculty who are partly paid by the Department.
 - i. Primary - Statistics is designated as primary department.

- ii. Secondary - another department is the primary department.

- 3. Adjunct Appointments
- 4. Staff
- 5. Master's and doctoral students in the Department
- 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 T/TS Primary Faculty of A.2.a.i.
- 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 and primary A.2.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, master's and doctoral students, 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. "Tenure-stream faculty" refers to T/TS faculty in A.1.a., A.1.b, and A.2.a.i above. "Tenure-stream faculty in Residence" refers to T/TS 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" is similarly defined. 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., unless otherwise specified by DSAS policies, e.g., for AS promotion. (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 at a higher rank than appointment-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 DSAS 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 a secret ballot will take place after the meeting. The results will be reported to the Dean who will take the outcome into account 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 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. Associate Chair will be appointed by the Chair for a term not to exceed the remainder of that Chair's present term. The main duties of Associate Chair will be to assist the Chair in daily operations, faculty recruiting, promotion, and annual reviews.
3. 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. Other faculty members will be appointed by the Chair, in consultation with the Director. Duties of the Graduate Committee will involve recruitment, coordination of advising (until a master's thesis or a doctoral dissertation advisor is selected), curricular initiatives and care of graduate students and cooperation with the Course Coordination Committee concerning teaching assistants.
4. Undergraduate Committee - will be headed by the Undergraduate Director who is appointed by the Chair for a term not to exceed the remainder of that Chair's present term. Also, other faculty members 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.

5. 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 solicit faculty preferences for teaching each term and make assignments in consultation with the Department Chair.
 6. A Mentoring 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 that faculty's progress towards renewal and promotion. The Reading Committee, assigned to a faculty coming up for tenure and promotion, will generally not consist of members of the candidate's mentoring committee. Exceptions must be approved by the Executive Committee.
- C. Departmental Meetings – There will be at least one per term plus one per year to evaluate graduate students. Minutes will be taken 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 T/TS Faculty. All full-time faculty are required to attend regular faculty meetings and participate in major decisions on department's operation and developments such as curriculum changes, new course proposal, and new program initiatives brought forward by specific committees.

III. Recruiting

Faculty recruiting committees are appointed by the Chair as needed. Recruiting for T/TS candidates will follow procedures in the DSAS bylaws.

Recommendations for offers must be approved by a majority of T/TS faculty in residence at the rank above for tenure-stream cases. For AS 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 two years duration or less.