

# BY-LAWS – Department of Statistics (Final Version – 12/08/2021)

## Preamble

The Department’s By-laws are general guidelines for the self-government of the Department’s activities. University Statutes, University Guidelines for Promotion and Tenure, as well as College By-laws take precedence over Departmental By-laws, in cases where conflicts may arise. Moreover, the intended guiding principle of the Departmental By-laws is the collective wisdom and professional judgment of the faculty. Since these general By-laws cannot be expected to adequately address all possible situations over all time periods, when necessary, the Department’s By-laws should be appropriately amended, but should remain as general guidelines for the self-government of the Department. It is recommended that these By-laws, as well as the Department’s other three major policy documents (Promotion and Tenure Criteria, Graduate Program Handbook, Undergraduate Program Guidelines), be reviewed annually to ensure that they are consistent with each other and not in conflict with any superseding University or College regulations.

## 1. FACULTY

### 1.1 Regular Faculty

The Department of Statistics regular faculty is defined as all full-time faculty and instructors involved in teaching, research, or service for the department. Full-time instructors, as well as faculty in any of the three ranks in any of the three academic faculty tracks shown in Table 1 below are considered regular faculty.

#### 1.1.1 Tenure-Track and Tenured Faculty

The tenure-track faculty is defined as all Assistant Professors, Associate Professors, and Professors. The tenured faculty is defined as all Associate Professors and Professors with tenure. Tenured and tenure-track faculty are required to be employed full-time.

#### 1.1.2 Non-Tenure-Track Faculty

The non-tenure-track faculty is defined as all full-time personnel in the Academic Professional or Lecturer tracks (see Table 1 below), as well as full-time instructors.

**Table 1 – Hierarchy of Three Academic Faculty Tracks**

<b>Tenure-Track</b>	<b>Non-Tenure-Track</b>	
<b>Professorial Track</b>	<b>Academic Professional Track</b>	<b>Lecturer Track</b>
Professor	Senior Academic Professional	Principal Lecturer
Associate Professor	Academic Professional	Senior Lecturer
Assistant Professor	Academic Professional Associate	Lecturer

### 1.1.3 Graduate Program Faculty

All tenure-track faculty are defined to be members of the Graduate Program Faculty. Non-tenure-track faculty may apply to become members of the Graduate Program Faculty, as specified in the *Department of Statistics Graduate Program Faculty Guidelines*.

### 1.2 Joint Academic Faculty

The joint academic faculty is defined as all tenure-track faculty holding joint appointments in the Department of Statistics and another academic rank unit, with equal or unequal budgetary EFT split between the academic rank units. Regardless of the budgetary EFT split, jointly appointed faculty members have full faculty membership privileges in each of the academic rank units. More details on joint appointments can be found in section 1.05-6 of the University's Academic Affairs Policy Manual.

### 1.3 Adjunct Faculty

The Department of Statistics adjunct faculty is defined as all unpaid, limited-term tenure-track faculty who are not employed by UGA but who have the academic qualifications, credentials, and accomplishments consistent with the requirements for their appointed rank. Procedures for initial appointment and subsequent renewals can be found in section 1.04-7 of the University's Academic Affairs Policy manual.

### 1.4 Courtesy Faculty

The Department of Statistics courtesy faculty is defined as current UGA tenure-track faculty who are able to contribute to the mission of the Department of Statistics other than their appointment home. The initial request for a "courtesy faculty" appointment should be made to the Head of the Department of Statistics. This is a three-year appointment with a possibility of renewal. General procedures for initial appointment, and subsequent renewals can be found in section 1.04-8 of the University's Academic Affairs Policy manual, but the department may institute its own policies.

### 1.5 Limited-Term/Visiting/Part-Time Faculty

These positions are described in detail in sections 1.04-3, 1.04-4, and 1.04-5, respectively, of the University's Academic Affairs Policy manual. Unlike all other faculty positions listed above, whose initial appointment requires a vote of some or all of the regular faculty, persons in these positions are typically appointed directly by the Head. Limited-term faculty, visiting faculty, and part-time faculty may be invited to attend regular faculty meetings.

### 1.6 Emeritus Faculty

The Department of Statistics emeritus faculty is defined as all retired and tenured faculty or non-tenure-track faculty who, at the time of retirement, had 10 years or more of distinguished service in the USG system, and who have been recommended by the department for emeritus status. See section 1.04-17 of the University's Academic Affairs Policy manual for more details.

## 2. VOTING FACULTY MEMBERS

The voting faculty consists of all full-time Tenure-Track and Tenured faculty, Joint Academic faculty, and full-time Non-Tenure-Track faculty. Faculty members with Adjunct, Courtesy, Emeritus, Limited-Term, Part-Time, or Visiting appointments are not eligible to vote. On certain matters, appointment of faculty and voting rights are restricted to certain sub-groups of the voting faculty, as described below.

### 2.1 Tenure Status

Tenure status is granted to Professors or Associate Professors, either upon appointment or after a probationary period, ensuring protection against dismissal except for cause. Votes for granting tenure can be made only by those holding tenure. General regulations concerning eligibility for tenure and procedures for granting it are specified in great detail in the UGA *Guidelines for Appointment, Promotion, and Tenure*. More specific departmental regulations can be found in the Department of Statistics Promotion and Tenure Criteria.

### 2.2 Graduate Program Matters

Only the Graduate Program Faculty of the Department of Statistics are eligible to vote on matters involving the graduate program. Such matters include, but are not limited to: graduate programs, graduate curriculum, qualifying exams, graduate student awards, and granting of graduate faculty status to non-tenure-track faculty members.

### 2.3 Academic Faculty Appointments

Those eligible to vote on appointments of faculty listed in Section 1 of these By-laws are as shown in Table 2 below:

**Table 2 – Eligibility of Faculty Members for Voting on Academic Faculty Appointments**

<b>Faculty Appointment Category</b>	<b>Tenure-track Faculty</b>	<b>Non-Tenure-track Faculty</b>
Tenure-track appointment	Yes	No
Non-tenure-track appointment	Yes	Yes
Adjunct appointment/renewal	Yes	No
Courtesy appointment/renewal	Yes	No
Emeritus Tenured appointment	Yes	No
Emeritus Non-tenure-track appointment	Yes	Yes

In the last four cases, a majority of those voting is needed for approval. In the first two cases, the vote is typically part of a search process, and, as such, is advisory to the Search Committee, Head, and Dean.

## 2.4 Promotions

The Promotion and Tenure Criteria for the Department of Statistics specifies the guidelines for promotion and/or tenure of tenure-track faculty and promotion of non-tenure-track faculty. For general guidelines on promotion and/or tenure, see *UGA Guidelines for Appointment, Promotion, and Tenure*. Eligible voting faculty for promotion and/or tenure of tenure-track faculty are specified in the *UGA Guidelines for Appointment, Promotion, and Tenure*. Eligible voting faculty members for the promotion of Academic Professional Associates and Academic Professionals, Lecturers, and Senior Lecturers are specified by the respective UGA Guidelines for the Appointment and Promotion of Academic Professionals and Lecturers. The current voting eligibilities by promotion category are as listed below:

### 2.4.1 Promotion and Tenure for Tenure-Track Faculty

All Associate Professors and Professors vote on candidates for promotion from Assistant Professor to Associate Professor. Only Professors vote on candidates for promotion from Associate Professor to Professor. All tenured faculty, regardless of rank, vote on candidates for tenure and candidates under third-year review. All eligible faculty are expected to participate in promotion and tenure evaluation process and to vote, except those who are required to recuse themselves. Eligible faculty may not abstain; however, they must not participate or vote if there is a conflict of interest. Faculty who recuse themselves are not considered eligible voters.

### 2.4.2 Promotion within Academic Professional Track

For promotion of candidates from Academic Professional Associate to Academic Professional, those eligible to vote are: Professors, Associate Professors, Senior Academic Professionals, Academic Professionals, Principal Lecturers, and Senior Lecturers.

For Promotion of candidates from Academic Professional to Senior Academic Professional, those eligible to vote are: Professors, Senior Academic Professionals, and Principal Lecturers.

### 2.4.3 Promotion within Lecturer Track

For promotion of candidates from Lecturer to Senior Lecturer, those eligible to vote are: Professors, Associate Professors, Senior Academic Professionals, Academic Professionals, Principal Lecturers, and Senior Lecturers.

For promotion of candidates from Senior Lecturer to Principal Lecturer, those eligible to vote are: Professors, Associate Professors, Senior Academic Professionals, Academic Professionals, Principal Lecturers, and Senior Lecturers.

### **3. RESPONSIBILITIES OF THE FACULTY**

Subject to the direction of the College, the faculty shall be responsible for the programs of study and research offered by the department, including modification of existing programs or creation of new programs. Specific responsibilities of the faculty are outlined in the *Statutes of the University of Georgia*.

Personnel matters for which the faculty within the department are to be consulted include but are not limited to: Appointment of the Head, recommendations for appointments, reappointments, promotions, nominations for Graduate Program Faculty status, and, consistent with Regent's Policy, dismissals or non-renewals of contracts of faculty members.

### **4. HEAD**

The duties and responsibilities of the Head of the department are outlined in Article IX, Section 5 of the Statutes of the University of Georgia (<https://provost.uga.edu/policies/statutes/>).

#### **4.1 Duties of the Head**

The Head is responsible for general direction of the work of the department (including maintaining the quality of the instructional, research, and service programs conducted by the department) and for administering rules and regulations enacted by the faculty of the department. Specific tasks for which the Head is ultimately responsible include:

- a) Ensuring equitable teaching assignments
- b) Preparation of annual evaluations of all faculty and staff members
- c) Making recommendations concerning hiring and dismissal of staff members
- d) Making recommendations (after consultation with appropriate faculty members) concerning appointments, re-appointments, promotions, nominations for graduate faculty status, non-renewals, and dismissals of faculty members
- e) Preparation, after consultation with faculty members, of an annual departmental budget
- f) Expenditure of departmental funds
- g) Utilization of departmental office space, facilities, and property
- h) Presiding at faculty meetings

To assist in the above duties, the Head may appoint other administrative officers as needed, such as the graduate coordinator, the undergraduate coordinator, an associate department head, and the director of the Statistical Consulting Center. Periodically, the Head (or an individual designated by the Head) may conduct an anonymous survey of all faculty and staff members to obtain respective feedback on departmental matters. The results of these surveys are confidential to the Head.

#### **4.2 Appointment and Reappointment of Head**

Procedures for appointment and reappointment of the Head will be governed by the relevant sections (currently Article IV) of the Franklin College By-laws.

## 5. FACULTY MEETINGS

The faculty shall meet once per month during each academic semester. Special meetings may be called by the department Head as necessary, and must be called by the Head within two weeks after receiving a petition for such, by at least three members of the faculty. For the purpose of voting, a quorum is defined as at least one-half of the voting faculty. A majority vote is more than one-half of the members voting, excluding abstentions. Limited-term faculty, temporary faculty, and a graduate student representative will also be allowed to attend each regular faculty meeting as non-voting members.

For all votes (such as changes in departmental policy or By-laws) for which there is discussion at one faculty meeting followed by voting (without amendment) at a subsequent faculty meeting, faculty members who are unable to attend the voting meeting may vote in advance by absentee ballot by submitting their sealed ballot to the presiding officer prior to the meeting at which the vote is held. The presiding officer is responsible for ensuring that these ballots are cast along with those cast by members present at the meeting. In the interest of time, and in some instances, balloting may be held electronically prior to the next scheduled faculty meeting if at least one week's time is provided for submission of ballots.

The minutes of each regularly scheduled faculty meeting (and any relevant attachments) should be posted in the Faculty/Staff Dropbox by the Associate Head within two weeks of the meeting's occurrence.

## 6. COMMITTEES

There will be twelve permanent committees of the department, divided into three types: **Elected (3)**, **Appointed (7)**, and **Prescribed Membership (2)**. **Ad Hoc Committees** may be appointed as deemed necessary by the Head.

### **Elected Committees (3)**

Personnel Committee  
Research Development Committee  
Executive Advisory Committee

### **Appointed Committees (7)**

Graduate Program Committee  
Undergraduate Program Committee  
Computing Committee  
Colloquium Committee  
Curriculum Planning Committee  
Qualifying Examination Committee(s)  
Faculty Review Committee

### **Prescribed Membership Committees (2)**

STAT 2000 & BUSN 3000 Committee  
Student Awards Committee

It is suggested, where possible, that members of the appointed permanent committees be assigned to serve two-year staggered terms beginning in the Fall semester and lasting through the end of the subsequent Summer semester. Members may serve successive terms. The names of members of all permanent committees should be posted in the 'Faculty/Staff' folder on the S: drive as soon as they are determined each Fall.

The Head is an ex-officio member of all non-elected permanent committees.

## **6.1 Elected Committees**

### **6.1 a) PERSONNEL COMMITTEE (PC)**

The Personnel Committee (PC) annually reviews faculty for recommendations for College-Wide and University-Wide awards, such as the Michael, Beaver and Meigs awards, and Creative Research medal. The PC considers faculty, student, and staff grievances at the departmental level, including grievances concerning annual evaluations and salary recommendations, but excluding grievances alleging academic dishonesty or discrimination covered by Equal Opportunity Office (EOO) regulations. The committee has full access to the relevant information concerning any grievance. The committee has four tenured faculty members elected by the voting members of the faculty. Each voting faculty member will cast votes for two eligible candidates and the two candidates with the most votes will be elected, with the top vote-getter being appointed chair in the following academic year. Each member serves for two years, with terms staggered. A member whose term has expired is not eligible for re-election for one academic year. The Head and Associate Head are not eligible for election to this committee.

### **6.1 b) RESEARCH DEVELOPMENT COMMITTEE (RDC)**

The Research Development Committee (RDC) provides monetary and non-monetary support for various research related activities in the department. Goals of this committee are rather broad in that it would (a) support distinguished visitors to visit our department, (b) help organize research symposia; this could also include research workshops on current statistical topics, research seminars presented by leading statisticians etc., (c) assist junior faculty in their grant activity, (d) provide research mentorship to junior faculty, and (e) provide travel funds to faculty organizing invited sessions and/or giving invited presentations at conferences/meetings.

Each year, the Head will allocate a portion of Indirect Cost (IC) returns to the RDC to support research activities in the department. The RDC will solicit proposals from faculty to provide monetary support for activities of the nature listed in (a)-(e) above. Based on the proposals submitted each year, the RDC will recommend to the Head the allocation of funds to support various research activities. If additional funds are requested by RDC to support more research activities in a certain year, then the Head may allocate more funds for that year, depending on availability.

All tenure-track faculty are eligible to serve on this committee. The tenured and tenure-track faculty will elect an RDC each year, consisting of three members. Each tenure-track faculty member will cast votes for three eligible candidates and the three candidates with the most votes

will be elected, with the top vote-getter being appointed chair. Each elected member may serve no more than two consecutive years. The Head and Associate Head are not eligible for election to this committee.

#### 6.1 c) EXECUTIVE ADVISORY COMMITTEE (EAC)

The Executive Advisory Committee (EAC) will meet at least once per month (and more often, if necessary) with the Head and Associate Head to discuss items of relevance to the department and to act in a general advisory capacity. There may be instances when the Head is seeking guidance from the EAC on sensitive/confidential matters concerning faculty/staff/students. At all times, the members of EAC are expected to not only remain impartial, but also to maintain confidentiality. The EAC has four faculty members, one elected by the Non-tenure-track faculty from their ranks and two Full Professors and one Associate Professor elected by the tenure-track faculty members. Each member serves for two years, with terms staggered. A member whose term has expired is not eligible for re-election for one academic year. The Head and Associate Head are not eligible for election to this committee.

### **6.2 Appointed Committees**

#### 6.2 a) GRADUATE PROGRAM COMMITTEE

The committee is responsible for recommending general policy matters concerning the graduate program, including admissions, best graduate student awards, and review of progress of graduate students. The committee annually reviews course descriptions and the information in the graduate student handbook posted on-line. It considers requests for general program changes and specific course changes, additions and deletions, initiated within the department. It considers additions in graduate-level courses offered outside the department which require departmental approval. The committee makes recommendations to the faculty for consideration. The committee consists of at least four graduate faculty members, including the graduate coordinator(s).

#### 6.2 b) UNDERGRADUATE PROGRAM COMMITTEE

The committee is responsible for recommending general policy matters concerning the undergraduate majors and service programs. It annually reviews course descriptions and considers requests for general program changes, and requests for course changes, additions and deletions, initiated within the department. The committee considers requests for changes in undergraduate courses initiated from other departments, or additions of courses outside the department which require Statistics department approval. It makes recommendations to the faculty for consideration. The committee has at least four members, one of whom is the undergraduate coordinator.

## 6.2 c) COMPUTING COMMITTEE

This committees make recommendations to the Head, after consultation with the faculty, concerning computing facilities, networking, and software issues, and will serve as the department's liaison with Franklin College concerning such matters. This committee will work with the appropriate staff member to ensure that departmental web-pages, as well as relevant social media accounts, remain current. This committee should consist of at least three faculty members.

## 6.2 d) COLLOQUIUM COMMITTEE:

This committee is responsible for arranging a list of colloquium speakers for the academic year. Two faculty are appointed to this committee who share the duties, with one supervising for the Fall semester and the other for the Spring semester. The colloquium chairs assist with local arrangements and arrange meetings with faculty and students, and lunch and dinner with the speakers when appropriate.

## 6.2 e) CURRICULUM PLANNING COMMITTEE

This committee is responsible for developing curriculum policies and procedures for the department; reviewing courses and pre-requisites; deciding course offerings for each academic year and summer; and handling other matters related to curriculum. This committee will be responsible for producing a list of undergraduate courses (including the number of sections of the required classes and the type of electives) and graduate courses (including advanced electives, special topics etc.) to offer in Fall, Spring, and Summer semesters each year. By November 20th or so of each year, this committee should produce a list of undergraduate and graduate courses to be offered during the following summer and academic year. This list should contain specific recommendations based on past enrollment, demand for courses (or lack thereof), needs, undergraduate and graduate students' input, etc. This committee will consist of the Graduate and Undergraduate Coordinators as co-chairs, with three additional faculty members appointed.

## 6.2 f) QUALIFYING EXAMINATION COMMITTEE(S):

This committee is responsible for setting the MS and PhD Qualifying exams, consistent with regulations provided in the Graduate Handbook. The committee consists of three sub-committees, as noted below. The committee solicits questions (with solutions) for each part of the exams from appropriate faculty and considers whether the combined questions form a fair exam. The committee may suggest changes to the submitted questions. After the exams have been graded, the committee reports the results of the exams (with Pass/Fail recommendations) to the Graduate Faculty, and after final results have been determined, posts copies of the exam in the 'Old\_Exams' folder on the S: drive. Each sub-committee consists of four graduate faculty members, excluding the Graduate Coordinator administering the exam. The sub-committees are:

- MS Qualifying Exam for Data Analysis (QEM-DA)
- PhD Qualifying Exam for Data Analysis (QEP-DA)
- PhD Qualifying Exam for Theory (QEP-T)

## 6.2 g) FACULTY REVIEW COMMITTEE:

This committee performs an annual review of Assistant Professors, Associate Professors, Lecturers, Senior Lecturers, Academic Professional Associates, Academic Professionals, and full-time Instructors. The committee makes an evaluation on the main responsibilities of the faculty member under review, such as research, teaching, service, and progress towards promotion. A written report of their review is provided to the Head. The committee consists of at least three tenured senior faculty (preferably Full Professors) and one senior Non-tenure-track faculty member whose primary responsibility is instruction.

## 6.3 Prescribed Membership Committees

### 6.3 a) STAT 2000 & BUSN 3000 COMMITTEE

This committee considers any issues related to STAT 2000 and BUSN 3000 and makes recommendations to the Head about changes in procedures or course content. The committee is co-chaired by the STAT 2000 and BUSN 3000 coordinators and members include all faculty members teaching sections of these courses and the Associate Head, in an advisory role.

### 6.3 b) STUDENT AWARDS COMMITTEE

This committee is responsible for coordinating nomination and selection of student award winners, following approved departmental procedures and for scheduling awards ceremonies, as feasible. The two sub-committees (and the awards which they currently administer) are:

- **Graduate Awards (coordinated by Graduate Coordinator)**
  - Best Beginning MS Student, Best Beginning PhD Student, Best Senior Student (Nominated by Graduate Program Committee)
  - Graduate Teaching Awards (Nominated in conjunction with relevant instructors)
  - Best Consulting Assistant and Volunteer Consulting Assistant Awards (Selected by SCC Director and Associate Director)
  - Other Graduate Awards (Nominated by Graduate Coordinator)
  
- **Undergraduate Awards (coordinated by Undergraduate Coordinator)**
  - Capstone Award (Selected by Capstone Course Instructors)
  - Other Undergraduate Awards (Nominated by Undergraduate Coordinator)

## **6.4 AD HOC AND OTHER COMMITTEES**

### **6.4 a) MENTORING COMMITTEES**

Upon initial appointment to the department and until promotion to the next rank, each new faculty member, in conjunction with the Head, will select three faculty members (at the desired rank or higher) to serve as his/her mentoring committee. The members of the mentoring committee should give the junior faculty member advice relevant to promotion and professional advancement. Such committees will also assist in conducting 3-year reviews and in helping the candidate prepare for the promotion process.

### **6.4 b) TENURE REVIEW COMMITTEES**

As required in university guidelines, all tenured faculty members must be reviewed every five years. In years when such a review is scheduled, the Head will contact each affected faculty member and ask him/her to select a committee of three tenured faculty members within the department to make a report to the Head concerning the faculty member's fulfillment of duties since the last review.

### **6.4 c) SEARCH COMMITTEE(S)**

In years for which the department is authorized to recruit for faculty positions, the Head will appoint a search committee for each such position, consistent with University and EEO guidelines. With due consideration given to the balance between the graduate and undergraduate program, and the research, instructional, and service efforts of the department, the committee will make recommendations to the faculty and Head concerning the interviewing and hiring of new faculty members. Each committee will consist of at least three departmental faculty members (excluding the Head) and at least one external member from a relevant field.

### **6.4 d) OTHER AD HOC COMMITTEE(S)**

The Head may appoint other ad hoc committees for tasks not specifically mentioned above, such as curriculum revision, examination policy and procedures, graduate program policy and procedures, by-laws revision, etc. An *ad hoc* committee member's term ordinarily lasts until the task is completed.

## **7. AMENDMENTS:**

Amendments to these By-laws may be made by a two-thirds majority vote of the voting faculty at a faculty meeting (or by electronic ballot) scheduled at least two weeks after the proposed amendments are distributed to the faculty for consideration.