

SCHOOL OF ARTS AND SCIENCES DEPARTMENT OF STATISTICS AND BIostatISTICS

Bylaws

(Adopted 4-24-07)

I. Preamble

These bylaws are adopted by vote of all faculty with appointments in the department of Statistics and Biostatistics at the School of Arts and Sciences (SAS) at the Instructor level and above.

These bylaws are intended to govern the affairs of the SAS Statistics and Biostatistics Department (hereinafter referred to as the Department). These provisions shall not be suspended except by way of the amending process specified in Article XIII. The bylaws and any amendments thereto shall be consistent with all applicable sections of the University Regulations, which shall prevail in the event of any conflict or inconsistency.

The Department acknowledges its responsibility to provide a full and diverse curriculum, including appropriate options within the major and to provide such offerings at a range of times and places for all students.

II. Organization

1. The voting members of the department shall include:

- (a) all tenured or tenure-track members of the University Faculty whose tenure home is in the department;
- (b) all members of the department on annual or other non-tenure-track appointments who hold the rank of Instructor or higher, who occupy at least fifty-one percent of a faculty line in the department, and who have completed a year of service. Such faculty members (in this subsection II.1.b) shall not have a vote on personnel matters

2. Faculty members on leave maintain their voting membership in the department. Faculty members whose primary assignment is as a member of the administration (e.g. Executive Dean, Vice Dean, Dean) shall be voting members of the department during their term of administration. Voting or nonvoting membership in the Department of Statistics may be extended to other faculty by approval of two-thirds of the voting members of the department and the approval of the Executive Dean of the School of Arts and Sciences.

3. The Department Chairperson (hereafter called the Chairperson) shall serve as department spokesman to the Executive Dean of the SAS, and will serve as a single spokesperson for the department to all appropriate officers of the University.

4. While administratively responsible to the Executive Dean of the SAS, the Chairperson is also responsible to his/her colleagues within the Department.

III. Meetings

1. The Department will meet upon the call of the Chairperson at least once during each academic year. A quorum will consist of members present whose votes equal more than one-half of the total votes within the Department (after subtraction of the votes of members on leave). A Secretary will be elected by a plurality of those present, at the first meeting of each academic year, to serve for that year. At least two elected student representatives will be invited to attend this meeting.
2. Department meetings will be announced at least two weeks in advance, and an agenda prepared by the Chairperson will be distributed to all members at least one week in advance. The agenda may be changed by a two-thirds vote of those present, but business not on the original agenda may be voted upon only: (a) at a subsequent Department meeting, or (b) by a mail ballot circulated to all members by the Chairperson.
3. Special meetings will be called by the Chairperson upon the written request of at least five members, specifying the business that needs consideration.
4. The Department will determine its rules of procedure.
5. There shall be provision for secret balloting on the call of any member.

IV. Functions of SAS Statistics Department

The department will plan curricula, administrate personnel policy, develop and implement budget plans, and advance scholarly and professional activities, and recruitment. The Department will also coordinate statistical consulting activities.

Functions include the development of instructional and research programs and courses of study within the framework of the SAS and the University, and the carrying out of other academic functions through its faculty, officers, and committees as specified below.

V. Chairperson of the SAS Statistics Department

1. Chairperson

The rights and duties of the Chairperson are to have general administrative responsibility for the program of the department; to plan with the members of his/her department a progressive program for the department; to evaluate continuously the instructional, research, and administrative processes of the department, and make appropriate recommendations to the Executive Dean; to evaluate periodically members of the department, and report his/her evaluations as required; on consultation with the members of his/her department on indefinite tenure to recommend appointments, reappointment, promotions, and dismissals; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; and generally to promote the effectiveness of the department, SAS, and University by every appropriate means.

2. Eligibility to Serve as Chairperson

Any voting member of the department who is a professor or associate professor, with tenure, is eligible to serve as Chairperson, provided that he/she occupies at least 51 percent of a budget position of the department and is a voting member of the SAS.

3. Term of Office of Chairperson

- a. The term of office of the Chairperson shall be three years, with the possibility of renewal. If, during his/her term of office, a Chairperson is on leave, that time shall be counted as part of his/her term.
- b. If it is necessary to appoint an Acting Chairperson for a term longer than six months, the department shall nominate to the Executive Dean a person to serve in this capacity according to the procedure for the Nomination of Chairperson.
- c. The term of the Department chairperson is to ordinarily coincide with that of the Graduate Director of Statistics and they may or may not be the same person.

4. Nomination of Chairperson

The rights of the Faculty are, whenever any department shall include three or more members of the rank of associate professor or professor, the members above the rank of instructor who are in their second or subsequent semester of service in the department, and instructors with at least one full year of service in the department, shall by ballot nominate to the Executive Dean one of the professors or associate professors for appointment as department Chairperson when a vacancy shall occur through expiration of term or otherwise.

- a. During the second semester of the year prior to the expiration of the term of the Chairperson, or in the event of a vacancy, the Committee on Elections shall poll the members of the department eligible to vote. The ballot shall contain the names of all eligible members (professors and associate professors) and the preference for a "nominee from outside the department" which shall be treated in any subsequent ballot as the equivalent of a named candidate. Each member shall vote for one choice on the ballot. All votes are to be carried out by secret ballot with provision to secure the integrity of the process; a ballot is to be returned in a sealed envelope enclosed in a second envelope bearing the signature of the eligible voter; all signatures are to be removed prior to the opening of the envelopes. Ballots shall be counted and the count certified by the Committee on Elections. The candidate receiving the votes of the majority of those eligible to vote shall be the nominee of the department to the Executive Dean. Provision is to be made for the distribution of ballots to those on leave, allowing sufficient time for the return of ballots and maintaining similar provisions for secrecy and

integrity. The nomination process should commence no later than four and one-half months prior to the date of an appointment (e.g. for July 1 appointments, the process should start by February 15).

- b. If no candidate receives a majority on the first ballot, or if the candidate receiving a majority declines to serve, the Committee on Elections shall prepare a second ballot containing the names of the two highest candidates or, in case of a tie for first place, the names of those involved in the tie, or in the case of a tie for second place, the names of the highest candidate and those involved in the tie. From this point on, the procedure shall be that set forth in Paragraph 1 above. If no candidate obtains a majority, the names of the two highest candidates, or, in case of a tie for first place, the names of those involved in the tie, or, in case of a tie for second place, the names of the highest candidate and of those involved in the tie, shall be reported to the Executive Dean as the nominees of the department.

5. Members of a department on leave of absence and otherwise eligible may vote for department Chairperson.

VI. Department Committees

1. The standing committees of the Department are as follows:

- a. Executive Committee. The Executive Committee shall consist of the Department Chairperson, who shall serve as chairperson of the committee, the Graduate Director, the Director of Consulting and all full Professors in the Department.

The Executive Committee will advise the Chairperson on matters of personnel (recruiting, privilege, etc.), budgetary policy, relations of the Department with the SAS, and in general all matters of policy that do not fall within the province of other Department committees.

- b. Undergraduate Major and Curriculum Committee. This committee shall consist of the Department Chairperson, and three other faculty appointed by the chairperson on an annual basis. The committee will conduct the ongoing and periodic reviews of curriculum and undergraduate majors and advise the chairperson of their findings.
- c. Graduate Committee. The Graduate Committee shall consist of the Graduate Director (who will serve as Committee Chairperson), the Chairperson, and three members elected by and from the Graduate Faculty Members and Associates. The term of the Graduate Committee shall coincide with that of the Graduate Director.

The Graduate Committee will discuss and recommend policies for the New Brunswick M.S. and Ph.D. programs in Statistics: graduate courses, requirements, examination policy, etc. It will also review the role and duties of Teaching Assistants.

2. The ad hoc committees of the department are as follows:

- a. The Ad Hoc Search Committee for Chairperson. The Ad Hoc Search Committee for Chairperson shall consist of the Graduate Director and four additional members elected by and from the academic unit.
- b. Other Ad Hoc Committees. To consider and report upon particular questions and problems that do not fall within the province of the standing committees.

VII. Appointment and Term of the Graduate Director

A Director of Graduate Studies shall be appointed by the Executive Dean of the Graduate School from a panel of one or more candidates presented by an elected Ad Hoc Search Committee. The Ad Hoc Search Committee for Graduate Director shall consist of the Department Chairperson, and three faculty members elected by and from the Graduate Faculty in Statistics. The Committee will consult with the graduate faculty to develop a list of candidates. A mail ballot will request each voting member of the graduate faculty in Statistics to select one candidate. The Committee will then select as in VI a nominee for the slate to be given to the Executive Dean of the Graduate School.

A Graduate Director will ordinarily be a 12-month appointee, whose term will be three years. The term of the Graduate Director is to coincide with that of the Chairperson, and they may or may not be the same person. The process for selecting the Graduate Director should take place at the same time as the process for selecting the Chairperson.

VIII. Duties of the Graduate Director

The Graduate Director shall be in accordance with the bylaws of the Department, the rules and regulations of the Graduate School, and University Regulations, conduct and oversee the Graduate Program in Statistics in New Brunswick, with the advice and assistance of the Department Graduate Committee and such administrative committees as he/she sees fit to appoint. The Director is responsible for graduate admissions, program requirements, student review, scheduling, supervision of curriculum, and instruction, examinations, assignment of dissertation committees, graduate placement, and all other operating aspects of the graduate program. The Graduate Director shall report directly to the Executive Dean of the Graduate School on all matters relating to his duties as Graduate Director.

IX. Appointments to Graduate Faculty in Statistics

Faculty to be recommended for appointment to the Graduate Faculty in Statistics will be first reviewed by the Graduate Committee. The Graduate Committee will submit the proposed recommendation to the Graduate Faculty in Statistics who will decide by majority vote on whether such a recommendation should be made.

X. Appointments, Reappointments, and Promotions

Recommendations for appointment, reappointments and promotions shall be in accordance with current University Regulations, policies, and procedures.

All tenured and tenure-track faculty members of the department shall be consulted on all new appointments to the department, regardless of rank, prior to the making of said appointments. Such consultation does not substitute for the requirement that the tenured members at or above the rank of the individual nominated for appointment formally act on the recommendation for appointment. Non-tenured faculty may present their views to the department and their opinions should be sought where appropriate. Tenured faculty below the rank at which an appointment is contemplated have a role equivalent to that of non-tenured faculty.

1. Appointments: The Chairperson working with faculty colleagues, will come to agreement about the appropriate field description for each new or open position. Once the field description has been defined, the recruitment committee may begin the search for qualified candidates. Positions should be advertised as widely as possible to facilitate open recruitment.

Each new or open position will be brought before the Executive Committee for agreement about the appropriate field description.

Recruitment for the new or open position will be carried out by the Executive Committee, including advertising, interviewing, and decisions on candidates to recommend for appointments, with the advice of tenured faculty at, or above, that particular rank in the appropriate department.

2. Reappointments: Faculty coming up for reappointments will be reviewed by all tenured voting faculty members of the Department who will make a recommendation. The vote of these members should be included with any submitted recommendation for reappointment.
3. All tenured and tenure-track faculty members of the department shall be consulted on any decision to reassign a faculty member from another academic department or unit to membership in the department, regardless of rank, prior to the making of said reassignment. The vote of all voting members of the department together with a separate vote of all the tenured members at or above the rank of the individual to be reassigned to the department should be submitted to advise the Executive Dean of SAS prior to such reassignment.

XI - Rule Governing Dismissal of Graduate Students

1. Rule Governing Dismissal on Second Failure of Ph.D. Qualifying Exam

In the event that any student fails the written Ph.D. exam a second time, the student will be dropped from or not allowed into the Ph.D. program. In the event that a student fails the oral Ph.D. exam a second time, the student will be dropped from the Ph.D. program.

2. Rule Governing Dismissal on Fourth Failure of M.S. Comprehensive Exam, or Failure to Pass M.S. Comprehensive within 2 years after completing M.S. Course Requirements.

In the event that an M.S. candidate fails the M.S. comprehensive exam a fourth time, the student will be dropped from the M.S. program. In the event that an M.S. candidate fails to meet the requirement of passing the M.S. comprehensive exam within the four semesters following completion of the

course requirements for the M.S., the student will be dropped from the program.

XII. Student Complaints. The first step in student/faculty disputes is an attempt at informal resolution by those involved. The Graduate Director or Undergraduate Director (depending on whether the student is a graduate or undergraduate) will assist in this process if requested to do so by either party. If this fails the matter proceeds to the Executive Committee of the Faculty in Statistics (composed of the Graduate Director, New Brunswick Chairperson, and three elected members of the Graduate Faculty in Statistics). If still not resolved at this stage, it would then go to the full faculty of the Program in Statistics. Complaints not involving particular faculty members would begin at the Chairperson or Graduate Director level and proceed as above.

XIII. Revision of Bylaws These bylaws may be revised, within limitations of University Regulations and SAS Bylaws by a two-thirds vote of the eligible voting members and with the concurrence of the Dean of the School of Arts and Sciences.

Any member or members of the Department may initiate such revision by submitting a proposal, in writing, to the Chairperson; after review by an ad hoc Bylaws Committee, to ensure that University Regulations and SAS Bylaws are not violated, the Chairperson will submit the proposed revision to the Department for discussion and voting.

Revisions to the bylaws must be forwarded to the Dean of the School of Arts and Sciences within thirty days of their approval by the department.