

April 04, 2017

## **BYLAWS OF THE DEPARTMENT OF STATISTICS, UNIVERSITY OF FLORIDA**

### 1. Administrative Positions

#### 1.1 The Chair

The Chair is the chief administrative/academic officer of the department. The Chair oversees the faculty as they carry out the Department's mission. The ultimate authority resides in the voting members of the department except in those instances where the higher administration has vested authority in the Chair. The Chair appoints the Associate Chair and the Coordinators discussed below. The responsibilities of the Associate Chair are determined by the Chair. The Chair is advised on important matters by the Executive Committee described below.

#### 1.2 Associate Chair

The Associate Chair is appointed by the Chair in consultation with the faculty. (The Chair may choose not to have an Associate Chair.)

#### 1.3 Undergraduate Coordinator -

The Undergraduate Coordinator is the primary academic advisor to the undergraduate statistics majors and is responsible for overseeing the undergraduate program in Statistics as well as the minors in Statistics and Actuarial Science. The Undergraduate Coordinator serves as a liaison between the Department and CLAS.

In addition, the Undergraduate Coordinator

- is responsible for the Actuarial Science minor and advising those students
- oversees the UF Chapter of the Statistics Honorary Mu Sigma Rho
- is the faculty advisor to the Actuarial Science and Statistics Clubs.

#### 1.4 Graduate Coordinator

The Graduate Coordinator is the primary academic advisor to the graduate students and is responsible for overseeing the graduate program including the admission of students and the granting of financial aid. The Graduate Coordinator serves as a liaison between the Department and the Graduate School.

### 2. Standing Committees

#### 2.1 Advisory Committee

The Advisory Committee provides advice and input to the Chair on pertinent matters. The Associate Chair is not eligible to serve on the Advisory Committee. The Advisory Committee is an elected committee and will be comprised of two tenured faculty members, one Assistant Professor and one lecturer, all of whom are elected to serve for a two year term. A faculty member who serves on the Advisory Committee for two consecutive years must be off of the committee for at least one year before serving another term. The voting procedure is described in Section 4 of these Bylaws.

#### 2.2 Merit Pay Committee

The Merit Pay Committee is an elected committee and will be comprised of two tenured faculty members and one lecturer at the rank of Senior Lecturer or above. The term length is one year. The voting procedure is described in Section 4 of these Bylaws except that faculty members at any of the lecturer ranks are to be included in the voting. The Chair will announce the makeup of the committee. Every Spring semester there will be an election to form a new Merit Pay Committee. A person can be on the Merit Pay committee for at most two consecutive years. A faculty member who serves on the Merit Pay Committee for two consecutive years must be off of the committee for at least one year before serving on the committee for another term. A former Department Chair can be on the committee only after at least two academic years have passed since she or he stepped down as Chair. Depending on the availability of merit pay, the Merit Pay Committee will meet with the Chair to plan the distribution and allocation of merit pay. This must be in accordance with the Statistics Department Merit Pay Policy (see Article 8 of these Bylaws). The members of the Merit Pay Committee collectively make recommendations to the Chair for all faculty excluding the members of the committee. The members of the Merit Pay Committee are themselves definitely eligible to receive merit pay. The awarding of merit pay for any members of the Merit Pay Committee is to be decided by the Chair.

### 2.3 Undergraduate Program Committee

This committee is chaired by the Undergraduate Coordinator and has two other faculty members appointed by the Department Chair. It is responsible for reviewing and proposing changes to the undergraduate program and courses. It also advises the Undergraduate Coordinator on special issues associated with individual undergraduate students.

### 2.4 Graduate Program Committee

This committee is chaired by the Graduate Coordinator and has two other faculty members appointed by the Department Chair. It is responsible for reviewing and proposing changes to the graduate program and courses and it also advises the Graduate Coordinator on special issues associated with individual graduate students. Furthermore, the Graduate Program Committee selects each academic year two graduate students to receive departmental awards. In rare instances, an award can be shared among two students or an award may not be offered at all.

### 2.5 Peer Review of Teaching Committee

The Peer Review of Teaching Coordinator is appointed by the Chair. The Chair informs the Peer Review of Teaching Coordinator of the particular set of faculty members who are to have their teaching peer reviewed. The Peer Review of Teaching Coordinator is responsible for overseeing the peer review of teaching program and selects the set of faculty members who will serve as peer reviewers. The Peer Review of Teaching Committee is comprised of the Peer Review of Teaching Coordinator (who serves as its Chair) and the faculty members who are peer reviewers.

## 3. Ad-Hoc Committees

Ad-hoc committees remain in effect for a limited time period and they are formed to accomplish a specific purpose. Examples of such committees appear below, although this listing is not intended to be all inclusive. The Chair appoints the members and forms such ad-hoc committees as they are needed. The charges of the ad-hoc committees are as follows:

- Search Committee. (See 5. Hiring Policy below.)
- Bylaws Committee. A Bylaws Committee is charged with writing/modifying/amending the Bylaws as directed by the faculty.
- Library Committee. A Library Committee oversees the John G. Saw Statistics Library and makes recommendations to the Marston Science Library concerning book acquisitions and journal subscriptions.
- Social Committee. A Social Committee plans social activities (e.g., Fall picnic) between the faculty, graduate students, and staff.
- Computer Oversight Committee. This committee will set rules and policies regarding use of shared resources (e.g. rules for running intensive background jobs on the Linux machines in the computer lab).
- Distinguished Alumnus Award Committee. This committee will periodically select an alumnus for the award, after soliciting nominations from the faculty. Subject to sufficient departmental resources, the recipient for such an award will be invited to the Department for a short visit including the presentation of a seminar on her or his research. However, the award is not to be contingent upon such a visit taking place.
- Challis Lectureship Committee. Each year, the Department will invite a distinguished scholar to visit the Department for several days and deliver two lectures (the Challis Lectures). This committee will organize the visit and advertise the Challis Lectures to the wider University community
- Winter Workshop Committee. This committee will organize a mini conference hosted by the Department concerning a particular theme or area of statistics.
- First Year Exam Committee. This committee is responsible for writing, administering, and grading the First Year Exam.
- Ph.D. Qualifying Exam Part I Committee. This committee is responsible for writing, administering, and grading the Ph.D. Qualifying Exam Part I.
- Facilities Committee. This committee advises the Chair regarding departmental facilities.

#### 4. Voting Policy and Procedure

##### 4.1 Voting Policy

Ranked faculty (Assistant Professors, Associate Professors, Professors, and Distinguished Professors) vote on issues related to the department, including curriculum, and departmental policies. It is our tradition, that in discussion of issues, e.g. undergraduate or graduate program issues, particular attention is paid to the concerns and opinions of the faculty who work directly with that program area. Lecturers may vote on membership of the Advisory Committee and Merit Pay Committee and on appointments to Emeritus status at any rank. Lecturers do not vote on other issues, unless they are directly involved in the area being discussed. (Questions of voting on particular issues is resolved by the

Chair.) All votes are to be taken by secret ballot and the outcome of the vote (including the number of votes for each of the choices) should be announced. Absentee votes must be received by the Chair prior to the actual voting. The Chair must be informed in advance of all votes by proxy.

#### 4.2 Voting Procedure:

Membership of the Advisory and Merit Pay committee will be decided by simple plurality vote. Approval of the Bylaws will be decided by simple majority vote.

#### 5. Hiring Policy

For all open faculty positions, the hiring process commences with the Chair appointing a Search Committee and its chair. The Search Committee will be responsible for advertising the position, screening the applicants, arranging the interview, and making recommendations to the faculty. Ranked faculty (Assistant, Associate, Full Professors, and Distinguished Professors) vote on hiring for a ranked faculty position. Lecturers are included in votes for the hiring other lecturers. Discussion of candidates is confidential.

**Approbation Vote:** To achieve approbation (official approval), a candidate must receive a positive vote by at least two thirds of the faculty. A positive vote on approbation indicates that the voter would favor hiring the person into the designated position, if that person were the only candidate.

**Ranking of Candidates Achieving Approbation:** If  $n$  candidates achieve approbation where  $n$  is 2 or larger, then each voting member ranks the  $n$  candidates from 1 (top choice) to  $n$  (last choice). The initial offer will go to the candidate having the lowest sum of her/his ranks. If the person declines the offer, we will make the offer to the candidate having the second lowest sum of ranks if permitted by the appropriate dean, and so on.

#### 6. Promotions

The promotion criteria below are consistent with the promotion criteria and guidelines established by the College of Liberal Arts and Sciences.

##### 6.1 Criteria for Promotion from Assistant to Associate Professor in the Department of Statistics, University of Florida

The criteria for recommendation of promotion to Associate Professor by the Department of Statistics at the University of Florida is excellence in a scholarly program consistent with the assigned duties of the individual faculty member.

All faculty are expected to have an established and well-defined research program in the statistical sciences in basic, methodological, and/or applied topics. This program must include scholarly publications in statistics. Assistant professors are strongly encouraged to develop a serious applications component to their research if such a component would be compatible with her/his area of statistical research. The research should have begun to achieve impact and recognition by statisticians external to the University. It should demonstrate the capability and promise of eventual promotion to the

level of Professor. The faculty member's statistical research program will be evaluated relative to the amount of research time assigned the individual.

Those with regular teaching duties are expected to exhibit excellence in the preparation and presentation of course materials in statistics.

Those with regular collaborative duties are expected to exhibit excellence in joint research projects with scientists in other disciplines, including papers published from those projects and, where appropriate, continued grant funding, **(still needed?)**

Some service activity within the department is expected, consistent with the person's assignments.

### Third Year Review

The purpose of the Third Year Review is to provide structured and constructive information in order to assist Assistant Professors in meeting departmental, college, and university criteria for tenure and promotion. This review is normally done near the end of the candidate's third year at UF. It should be designed to provide the faculty member with constructive comments to help the faculty member strengthen the eventual tenure/promotion packet and to provide the faculty member with an assessment of how her/his work is perceived by members of the department at or above the rank of Associate Professor. The candidate should prepare a dossier of materials for review by the senior faculty. This dossier should include (but not be limited to) the following materials:

- a recent curriculum vita
- copies of the candidate's published and/or accepted articles
- summary of student evaluation of teaching scores
- peer review of teaching reports
- copies of the candidate's annual evaluation letters prepared by the Chair.

This dossier will be reviewed by the senior faculty who will then hold a meeting to discuss the candidate's progress towards tenure and promotion. The Chair will then meet with the candidate and convey to her or him the assessment of the candidate by the senior faculty. The Chair will offer specific recommendations of what should be done to strengthen the case for tenure and promotion. The Chair should present the candidate with a written letter summarizing the assessment of the candidate by the senior faculty. In making recommendations, the Chair and the senior faculty are by no means whatsoever entering into a contractual relationship with the candidate certifying that if these recommendations are fulfilled, then the candidate is assured of tenure or promotion. Rather, they are recognizing in good faith their responsibility to support and provide information to the candidate several years prior to the formal tenure/promotion review. The Chair's letter will not become a component of an eventual tenure/promotion packet.

## 6.2 Criteria for Promotion from Associate Professor to Professor in the Department of Statistics, University of Florida

The criteria for recommendation of promotion to Professor by the Department of Statistics at the University of Florida is a sustained scholarly program of excellence consistent with the assigned duties of the individual faculty member.

All faculty are expected to have an established and well-defined research program in the statistical sciences in basic, methodological, and/or applied topics. This program

must include a sustained program of scholarly publications in statistics. Associate professors are strongly encouraged to develop a serious applications component to their research if such a component would be compatible with her/his area of statistical research. The research should have achieved impact and recognition by statisticians external to the University. The faculty member must have developed a national or international reputation in her or his research area. The faculty member's statistical research program will be evaluated relative to the amount of research time assigned to the individual. Efforts to obtain external funding for the faculty member's research are strongly encouraged.

Those with regular teaching duties are expected to exhibit sustained excellence in the preparation and presentation of course materials in statistics. They must also exhibit leadership in a curriculum area within the department's program. Faculty are expected to be involved in the direction of PhD dissertations.

Those with regular collaborative duties are expected to exhibit sustained excellence in joint research projects with scientists in other disciplines, including a substantial number of papers published from those projects and a continued program of grant acquisition, where appropriate.

Faculty must have exhibited leadership in some aspect of the department's program and have a good record of service to the University or profession.

### 6.3 Criteria for Promotion from Professor to Distinguished Professor in the Department of Statistics, University of Florida

The criteria for this promotion differ substantially from that of all other types of promotions; the criteria are carefully spelled out in material which may be obtained from the College of Liberal Arts and Sciences.

### 6.4 Criteria for Promotion from Lecturer to Senior Lecturer in the Department of Statistics, University of Florida

Candidates for promotion to Senior Lecturer are expected to exhibit excellence in the preparation and presentation of course materials in statistics. There must be evidence of consistent meritorious achievements in teaching, advising, and in other assigned administrative or service activities. Both student evaluations and peer reviews of teaching should be superior. Candidates are expected to be involved in improving the department's academic program through course and curriculum development.

### 6.5 Criteria for Promotion from Senior Lecturer to Master Lecturer in the Department of Statistics, University of Florida

For promotion to Master Lecturer, in addition to the above criteria for promotion to Senior Lecturer having easily been met, there should be strong evidence of numerous superior achievements of an educational nature. Examples of such types of achievements include, but are not limited to:

- (i) Development of innovative teaching techniques in Statistics
- (ii) Development or effective use of innovative technology in the classroom
- (iii) Receipt of teaching awards
- (iv) Excellent Service to the Department on committees, service boards, task forces, and discussion panels that advance the goals of the Department

- (v) Excellent Service on University wide committees, service boards, task forces, panels, or educational discussions
- (vi) Actively participating at the national level in statistical education discussions, committees, workshops, or panels
- (vii) Development of Innovative Statistical Education Outreach Programs that advance public awareness of Statistics and the Department
- (viii) Effective mentoring of graduate student protégés teaching their own courses. Mentoring would include such tasks as teaching suggestions, review, and constructive comments on the protégés prepared course materials.

7. Mentoring The mentoring process can play a key role in promoting the success of junior faculty, and effective mentoring is a high priority of the Department. The Department endorses the following four principles regarding mentoring.

- (i) Mentors for junior faculty should be identified as early as possible and ideally during the hiring process. Mentors are appointed by the Chair.
- (ii) Mentors should meet regularly with their protégé.
- (iii) The mentor should look over and possibly offer suggestions on papers prior to their submission for publication by the protégé.
- (iv) Mentors should advise their protégés on the preparation of annual evaluation materials and on the preparation of tenure/promotion packets; mentors should review these materials and offer constructive comments prior to their submission if requested by their protégé.

#### 8. Merit Pay Policy, Criteria and Methods of Evaluation

Criteria: Faculty members in the Statistics Department perform an extremely large variety of duties. These include the teaching of large undergraduate and graduate programs for statistics majors and nonmajors at both the undergraduate and graduate levels, research in statistical theory and methodology, collaborative research in various scientific disciplines, consulting on research projects for various members of the academic community, and university and professional service.

Merit pay, when available, is distributed to reward outstanding performance of these duties. It is not designed to correct salary inequities, which are handled at the discretion of the Chair. The Chair should request additional allocations from the appropriate dean(s) to rectify those problems.

Accomplishments in the following areas over recent years should be considered by the Chair and the Merit Pay Committee in awarding merit pay.

##### I. Teaching

Students' course evaluations

Peer Review of Teaching Reports

Development of new courses

Prizes or awards for teaching

Development of new material/methods in established courses such as web sites, course packets, etc.

##### II. Research

Papers published in or accepted by refereed journals  
Research monographs and advanced textbooks  
Grants and contracts obtained  
Prizes or awards for papers published or presented  
Papers submitted  
Research proposals submitted  
Citations within graduate texts  
Doctoral committee chair  
Development of expertise in a new area  
Development of new research skills  
Invited talks at professional meetings  
Other publications (book reviews, non-refereed articles, encyclopedia articles, books)  
Citations in journals  
Departmental seminars  
Contributed papers at professional meetings

### III. Service

Departmental committees  
University committees  
Professional committees  
Editor, associate editor duties  
Refereeing  
Awards or recognition of contributions to profession (e.g. fellow of ASA or IMS).  
Membership on doctoral committees  
Seminars, short courses, and talks outside the department  
Non-budgeted consulting  
Other non-budgeted (e.g., summer) activities  
Service to public school education  
Grant reviews

### IV. Consulting and Collaborative Research

Evaluations from clients and collaborators  
Joint publications in journals  
Consulting reports  
List of consulting and collaborative research activities (list clients, special projects)  
Contracts and grants

#### Methods of Evaluation:

At the end of the academic year, each faculty member must submit an Activity Report and an updated Curriculum Vita to the department Chair. This report should contain information on teaching, research, service, and consulting, as applicable, giving special attention to the items listed above as criteria for merit pay. In determining merit pay, the Chair and the Merit Pay Committee should use the Activity Reports and updated Curriculum Vitae (as well as other available information such as evaluations made by the faculty at annual evaluation and tenure/promotion meetings) over recent years rather than over only the current academic or calendar year.



## 9. Joint Faculty Appointments

In special circumstances, a faculty member's academic appointment can be shared between the Statistics Department and another department, not necessarily in the same college and not necessarily in equal proportions. Each department provides the faculty member's remuneration according to the appointment proportion which reflects assigned responsibilities. A faculty member on a joint appointment of at least 50% in the Statistics Department shall have full voting rights in the Statistics Department in accordance with her or his rank and/or tenure status.

## 10. Affiliate Faculty

Since the field of statistics is to a large degree interdisciplinary in character, the Department of Statistics welcomes to our faculty scientists from other departments at the University of Florida as Affiliate Faculty members who have both strong interest and expertise in one or more areas of statistics. A candidate for Affiliate Faculty status must (i) have a well-documented record of prior involvement with the Statistics Department, (ii) give a departmental seminar on a statistical research topic of her or his choosing, and (iii) receive a 2/3 majority vote by the voting members of the Statistics Department to be granted Affiliate Faculty Status. An Affiliate Faculty member is expected to participate in the graduate program on a regular basis, and to have a program of research in statistical theory, methodology, or applications. These activities in the Statistics Department should be compatible with the responsibilities assigned by the Affiliate Faculty member's home department and are expected to include some of the following:

Teaching graduate courses at the 6000 or 7000 levels  
Serving on Masters and PhD committees  
Directing Masters theses or co-directing PhD theses  
Publication in refereed statistics journals  
Supporting research through grant funding.

The viewpoints of affiliate Faculty members on academic matters are welcome and valued but such members of the department are not permitted to participate in any departmental vote.

Affiliate faculty status will be reviewed by the Statistics Department regularly and such appointments may be terminated at any time, by a simple majority vote of the faculty.

## 11. Courtesy Faculty

An individual who is not an employee of the University of Florida and who

- (i) has expertise in the field of statistics,
- (ii) is a strong expounder of the mission of the Department of Statistics, and
- (iii) has been involved with the Department of Statistics through substantial educational, research, or financial contributions

can be appointed as a Courtesy Faculty member.

The viewpoints of Courtesy Faculty members on academic matters are welcome and valued but such members of the department are not permitted to participate in any departmental vote.

A candidate for Courtesy Faculty must give a departmental seminar and receive a 2/3 majority vote by the voting members of the Statistics Department to be granted Courtesy Faculty status. Courtesy Faculty status will be reviewed by the Statistics Department regularly and such appointments can be terminated at anytime, by a simple majority vote of the faculty.

## 12. Graduate Faculty Status

Faculty members of the Statistics Department [Regular (Voting) as well as Affiliate and Courtesy] holding a doctorate in their field can be considered for Graduate Faculty Status in the Department of Statistics. The final decision is made by the Graduate School. Academic departments only can issue a recommendation to the Graduate School. A candidate for Graduate Faculty Status must receive a 2/3 majority vote by the voting members of the Statistics Department holding Graduate Faculty Status to be recommended to the Graduate School for Graduate Faculty Status.

A Regular (Voting) Statistics faculty member who is approved for Graduate Faculty Status may:

- a. serve on masters or Ph.D. committees in the Statistics Department as well as other departments if selected
- b. direct masters theses in the Statistics Department
- c. chair a Ph.D. committee in the Statistics Department

An Affiliate or Courtesy Statistics faculty member who is approved for Graduate Faculty Status may:

- a. serve on masters or Ph.D. Committees in the Statistics Department
- b. direct masters theses in the Statistics Department
- c. co-chair a Ph.D. Committee in the Statistics Department along with a regular Statistics Department faculty member holding Graduate Faculty Status

The Graduate Faculty Status of all Statistics Department faculty (Regular, Affiliate, and Courtesy) will be reviewed regularly by the voting members of the Statistics Department holding Graduate Faculty Status and the faculty member's Graduate Faculty Status may be terminated at any time by a simple majority vote.

## 13. Visiting Faculty

The Department is fortunate enough to have from time to time faculty members from other universities visiting our Department for a one or two year period. Such faculty are termed Visiting Faculty members and they participate in the teaching and research missions of the Department. Visiting Faculty members are highly valued members of the Department in that they contribute a fresh perspective and new ideas on numerous academic/research matters. The viewpoints of Visiting Faculty members on academic matters are welcome and valued but such members of the department are not permitted to participate in any departmental vote. Visiting faculty appointments may be made at the discretion of the Chair without having an official vote of the faculty. Nevertheless, it is expected that there will be some discussion with some of the faculty prior to the offering of any visiting position.

#### 14. Retired Faculty

Retired faculty represent an important and valuable extension of the Department and are strongly encouraged to involve themselves with departmental matters and share their expertise as nonvoting participants. Arrangements should be made to make them feel very welcome and connected to the Department. This can be accomplished by providing, for example, office space for their exclusive use (if available), a computer account, secretarial help (if available) for academic activities, and setting up of a web page listing their areas of research, years of service at UF, and any other pertinent information. Retired faculty that distinguish themselves in methodological or theoretical research, teaching, or service to the Department or profession during their retirement should be suitably recognized.

Faculty members retiring from the Department can request to be considered for Emeritus status. To be considered for this status, the faculty member must be retiring at the rank of Lecturer, Senior Lecturer, Master Lecturer, Assistant Professor, Associate Professor, or Professor, and have spent at least 10 years on the Statistics Department faculty of the University of Florida. Depending on the faculty member's assigned responsibilities, the individual must have demonstrated excellence throughout her or his career in at least two of the following areas:

- (i) Teaching
- (ii) Service to the Department, University, or statistical profession
- (iii) Statistical or Collaborative research.

All faculty at the rank of Lecturer or above are eligible to vote and the candidate must receive a majority approval (out of those eligible to vote) to be recommended for Emeritus status.

#### 15. Modifications/Amendments to the Bylaws

These Bylaws can be modified or amended by a vote of at least two-thirds of the eligible faculty members.