By-Laws of the Department of Statistical Science
Revised October 26, 2008

October 31, 2008

Administratively, the Department of Statistical Science (DSS) is an academic unit in the College of Arts and Sciences. Unless otherwise stated DSS is governed by the pertinent sections of the Faculty Handbook and any other regulations concerning academic units in the College of Arts and Sciences.

Faculty Ranks

Faculty ranks in DSS are those approved by the Academic Council, as described in the report of the Ad Hoc Committee on Faculty Nomenclature, which may be consulted for details, or any later report which supersedes the report of the Ad Hoc Committee. At present, those ranks consist of

Faculty with voting privileges (regular rank faculty)

- **Professor**, modified by *Full, Associate, or Assistant*
- **Professor of the Practice**, modified by *Full, Associate, or Assistant*, appointments in the Department of Statistical Science recognize the record and standing of the appointed individual in a field of practical statistics or a related discipline. The basic principle is that of the Practice of appointments meet criteria equivalent to those of regular tenure track appointments with regard to academic preparation, professional activities, and peer group recognition. Thus an appointee will be qualified to the PhD level in statistics or a related discipline or show evidence of equivalent professional achievements, have a substantial record of significant achievement, receive national acknowledgement from others in the field, and continue to engage in significant professional activity in the field beyond the performance of instructional duties. The level of appointment will reflect the level of national or international distinction achieved by the individual, comparable to that achieved by tenured or tenure track faculty. A request for appointment is made to the Dean of Arts and Sciences.
- **Research Professor**, modified by *Full, Associate, or Assistant* Appointments as Research Professor, Associate Research Professor, or Assistant Research Professor in the Department of Statistical Science
recognize the record and standing of the appointed individual in statistics research. The basic principle is that Research appointments meet criteria equivalent to those of regular tenure track appointments with regard to academic preparation, professional activities, and peer group recognition. Thus an appointee will be qualified to the PhD level in statistics or a related discipline or show evidence of equivalent professional achievements. Research Professors and Associate Research Professors will have a substantial record of significant achievement and receive national acknowledgement of their achievements. Assistant Research Professors will have evident potential to develop such a record and national acknowledgement. A request for appointment is made to the Dean of Arts and Sciences.

Search and review committees for regular rank faculty follow procedures established by the university and the College of Arts & Sciences.

In some cases it is recognized that academic units other than DSS may have a stake in an appointment or review. Such cases may arise, for example, when another unit contributes some or all of the funding for a position, or when a position entails research or teaching responsibilities for another unit. In such cases the search or review committee shall contain at least three members appointed by the Chair of DSS. The number of members from the other unit(s) shall be determined on a case-by-case basis. Contract letters shall be agreed to and signed by the Chair of DSS, jointly, when appropriate, with the Head of the other unit(s).

For regular rank, non-tenure track faculty, consideration for promotion is expected to follow the same schedule (“tenure clock”) as for tenure track faculty, except under unusual circumstances.

Regular rank faculty have voting privileges in DSS to the full extent permitted by university and Arts & Sciences regulation.

Recommendations for regular rank faculty appointments are also considered recommendations for appointment to the Graduate Faculty.

**Faculty without voting privileges** (non-regular rank faculty)

- **Adjunct professor** and **Consulting professor**, modified by Full, Associate, or, Assistant,
- **Lecturing Fellow**, **Research Scientist** and **Research Scholar**, modified by Senior,
- **Research Associate**, **Instructor**
- **Honorary Professor** and **Scholar in Residence** (Courtesy appointments)

Any faculty title, regular or non-regular, may be modified by **Visiting** for short term appointments. Visiting faculty do not have voting rights.

In addition, DSS recognizes the designation **Secondary**. Secondary appointments may be conferred upon any individual holding a regular rank appointment in another department or unit of the university, and are made at the same level of seniority as the existing appointment. Secondary appointments are for fixed terms, not to exceed five years. The DSS faculty initiates recommendations for secondary appointments and reappointments. Proposals for secondary appointments are subject to a two-thirds majority of all eligible regular rank faculty in
DSS. A request for appointment is made by the department to the Dean of Arts and Sciences who, on approval, will forward the request to the Provost.

The DSS faculty will consider proposals for secondary appointments for individuals who have demonstrated expertise in statistics, whose instructional and research activities have and continue to involve substantial components of advanced statistics, who have and continue to contribute to the intellectual activities of DSS, and who have collaborative involvement in DSS research or teaching programs.

With one exception, secondary faculty do not have voting rights. The exception is for people who are secondary faculty with voting rights at the time of adoption of this amendment. Their voting rights continue until the end of their current secondary appointments.

Officers

The Chair
The role of the Department Chair is prescribed in the Faculty Handbook and the Chairs Handbook. The Chair 1) serves as the principal contact between the Department and the university administration, 2) in consultation with the Department leads departmental planning and assures an up-to-date development plan, 3) oversees faculty recruitment, 4) manages faculty personnel reviews, 5) formulates and manages departmental budgets, 6) evaluates annually all Department faculty, and shares with interested persons those elements which may enhance their research and teaching missions, 7) oversees departmental committees, 8) nominates departmental officers, 9) presides at Department meetings, and 10) supervises teaching assignments and scheduling in consultation with the Associate Chair, the DUS, and the DGS.

Chairs generally serve for three years (or five years, if an external appointment); after consultation with the department faculty, the Dean of the Faculty may offer reappointment. The Dean of the Faculty solicits the confidential opinion of all regular rank departmental faculty and the Provost’s approval before appointing a Chair. The Dean appoints a search committee if it is necessary to make an external appointment as Chair.

The Associate Chair
The Associate Chair is nominated by the Chair and appointed by the Dean for a mutually agreed upon term. The Associate Chair assists the Chair in the administration of DSS.

The Director of Graduate Studies
The Director of Graduate Studies (DGS) is nominated by the Chair and appointed by the Dean for a mutually agreed upon term. The DGS is responsible for recruiting graduate students, monitoring the progress of graduate students, official communications between the department and graduate students, appointing advisors and committees for graduate students and other aspects of graduate study agreed upon by the Chair and the DGS, and as detailed in the handbook for Directors of Graduate Studies issued by the Graduate School.

The Director of Undergraduate Studies
The Director of Undergraduate Studies (DUS) is nominated by the Chair and appointed by the Dean for
a mutually agreed upon term. The DUS is responsible for administering the statistics major and minor, undergraduate advising and other aspects of undergraduate study agreed upon by the Chair and the DUS, and as detailed in the handbook for Directors of Undergraduate Studies issued by the office of the Dean of Trinity College.

Director of the Statistical Consulting Center
The Director of the SCC is appointed by the Chair of DSS for a mutually agreed upon term. The Director of the SCC is responsible for the long term operation of the SCC, for taking requests for consulting services, finding faculty consultants and assigning graduate students to projects.

Governance

Faculty Meetings
Normally, faculty meetings are called by the Chair as the need arises. Any regular rank faculty member, including the Chair, may petition the Chair to call a full Department meeting to be held within two weeks of the request. In cases of the greatest urgency, a meeting may be called following a written petition to all regular rank faculty in residence, a majority of whom may sanction such an emergency meeting by indicating their written consent to the Chair within three days of the written petition.

Quorum
A majority of regular rank faculty in residence during the academic year constitutes a quorum.

Standing Committees
Computing Committee: The computing committee is appointed by the Chair. It maintains oversight of the DSS computing resources and plans for long-term upgrade and maintenance. The chair of the Computing Committee is the computing liaison with the Dean of Arts and Sciences.

Ad hoc Committees
Ad hoc committees are formed by the Chair as needed. Common needs include faculty searches and promotion and tenure cases.

Ratification and Amendment of By-Laws
These by-laws shall be considered in effect if, after they are circulated, they are agreed to in a faculty meeting by 60 per cent of the faculty with voting privileges. These by-laws may be amended if, after the amendment is circulated, it is agreed to by 60 per cent of the regular rank faculty in residence during the academic year. Proposed amendments must be circulated at least one week in advance of a vote. Faculty may vote electronically or by absentee ballot if there is no objection. The vote must occur in a faculty meeting if one or more regular rank faculty members request it.
Review Calendar

Periodically, the DSS must review its faculty. The schedule for providing necessary candidate materials to DSS is as follows:

Reviews involving tenured faculty

<table>
<thead>
<tr>
<th>Promotion to Associate Professor with tenure (academic year review)</th>
<th>Date material is due to DSS</th>
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<tbody>
<tr>
<td>complete dossier due to the Dean by December 1</td>
<td>September 1</td>
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<tr>
<td>Promotion to Associate Professor with tenure (calendar year review)</td>
<td>May 15</td>
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<tr>
<td>complete dossier due to the Dean by September 15</td>
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<tr>
<td>Promotion to Full Professor</td>
<td>June 1</td>
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<tr>
<td>complete dossier due to the Dean by November 1</td>
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Regular rank non-tenure reviews (POP, Research Track, Lecturer, reappointment of tenure-track Assistant Professor)

<table>
<thead>
<tr>
<th>Appointment ends on June 30</th>
<th>Date material is due to DSS</th>
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<tr>
<td>complete dossier due to the Dean by March 1</td>
<td>December 1</td>
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<tr>
<td>Appointment ends July 31</td>
<td>January 1</td>
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<tr>
<td>complete dossier due to the Dean by April 1</td>
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<tr>
<td>Appointment ends August 31</td>
<td>February 1</td>
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<tr>
<td>complete dossier due to the Dean by May 1</td>
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<tr>
<td>Appointment ends December 31</td>
<td>May 1</td>
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<tr>
<td>complete dossier due to the Dean by September 1</td>
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