

Department of Statistical Science  
Duke University  
Bylaws (last amended June 25, 2020).

**I. Faculty:** The Department comprises regular rank faculty (both tenure track and non-tenure track) and non-regular rank faculty. Ranks, responsibilities, and titles of faculty in the Department follow the university bylaws as described in the Duke University *Faculty Handbook*.

A. Regular rank, tenure track faculty

1. Ranks: Assistant Professor, Associate Professor, Professor
2. Responsibilities: Tenure track faculty engage in innovative research, teach in the undergraduate and graduate programs of the Department, supervise and mentor undergraduate and graduate students, and serve the Department, university, and profession.
3. Standards and Expectations for Promotion: The Department follows the general standards and expectations for tenure track faculty as described in the *Faculty Handbook*, with the additional standards and expectations described in the following paragraphs.
  - a. Assistant Professor: For reappointment, tenure track assistant professors are expected to demonstrate evidence that they are likely to meet the promotion standards for tenured associate professors, as described below.
  - b. Associate Professor with Tenure: These individuals are expected to demonstrate research excellence as measured primarily by (a) publications in peer-reviewed journals and conferences, (b) invited talks, (c) external grant and contract funding, and (d) professional awards. These individuals are expected to be capable, engaged and enthusiastic teachers and mentors, and to be similarly capable, active and willing to participate effectively in committees and other service activities in the department, university, and profession. Their intellectual leadership, as demonstrated by published scholarship, is shown to be recognized by leading scholars in the field.
  - c. Professor with Tenure: These individuals clearly meet the criteria for tenure and demonstrate a continued intellectual development and leadership widely recognized in the field. Promotion to full professor is reserved for those who have an academic record documenting a continuous high-quality performance level in research, a continuous high-quality performance level in at least one of the components of teaching or service, and at least a good performance record in the other component of teaching or service. Length of service alone does not produce an expectation for promotion to the rank of professor.
  - d. Procedures: Appointment, re-appointment, promotion, and tenure of tenure track professors are governed by university policies, procedures, and schedules as defined in the university bylaws and amplified and

illustrated on the material in the Provost's Office of Faculty Affairs website. Review committees comprise tenure track faculty of ranks higher than the candidate for reappointment or promotion.

- B. Regular rank, non-tenure track faculty: The faculty in these ranks in the Department comprise professors of the practice, research professors, and senior lecturers.
1. Professor of the Practice
    - a. Ranks: Assistant Professor, Associate Professor, Professor
    - b. Responsibilities: Professors of the practice teach in the undergraduate and graduate programs of the Department, supervise and mentor undergraduate and graduate students, engage in research and other forms of scholarship, and serve the Department, university, and profession. They play a key role in supporting the undergraduate major and minor in Statistical Science.
    - c. Standards and Expectations for Reappointment and Promotion: The Department follows the general standards and expectations for professors of the practice as described in the *Faculty Handbook*, with the additional standards and expectations described in the following paragraphs.
      1. Assistant Professor of the Practice: For reappointment, assistant professors of the practice are expected to demonstrate evidence that they are likely to meet the promotion standards for associate professors of the practice, as described below.
      2. Associate Professor of the Practice: These faculty demonstrate sustained high-quality teaching and mentoring of Duke students, engagement in activities that advance the educational mission of the Department and Duke beyond teaching courses and mentoring students, and a record of activities beyond instructional duties at Duke that demonstrates significant contributions, impact, or national reputation in education, research, or service to the profession.
      3. Professor of the Practice: The Department is guided by the criteria described in the *Faculty Handbook* for full professors, suitably modified to recognize the central role in the Department that professors of the practice play in the education and mentoring of Duke students. Promotion to full professor of the practice is reserved for those who have an academic record documenting (1) a continuous, high-quality performance level in teaching and mentoring of Duke students, (2) a continuous, high-quality performance level in at least one of the components of scholarship or service, with corresponding evidence of a national reputation in that component, and (3) a good performance record in the other component of scholarship or service. Length of service alone does

not produce an expectation for promotion to full professor of the practice.

- d. Procedures: Procedures are governed by university policies and procedures as defined in the university bylaws and amplified and illustrated in the website of the Provost's Office of Faculty Affairs. Review committees comprise regular rank faculty of ranks higher than the candidate for reappointment or promotion.

## 2. Research Professor

- a. Ranks: Assistant Professor, Associate Professor, Professor.
  - 1. There are two types of assistant research professors: renewable and postdoctoral.
- b. Responsibilities:
  - 1. Full, Associate, and renewable Assistant Research Professors primarily engage in innovative research, as well as serve the Department, university, and profession. They have opportunities to teach in the undergraduate and graduate programs of the Department, supervise and mentor undergraduate and graduate students, and lead the Department's statistical consulting center.
  - 2. Postdoctoral Assistant Research Professors engage in teaching and research, with a mix determined by the Department Chair based on departmental teaching and research needs. They have opportunities to teach in the undergraduate and graduate programs of the Department, and mentor undergraduate and graduate students.
- c. Standards and Expectations: The Department follows the general standards and expectations for research professors as described in the *Faculty Handbook*, with the additional standards and expectations as follows. The basic principle is that these appointments meet criteria equivalent to those of regular rank, tenure track appointments with regard to academic preparation, professional activities, and peer group recognition.
  - 1. Research Professors and Associate Research Professors will have a substantial record of significant achievement and receive national acknowledgement of their achievements in research. Renewable Assistant Research Professors will have evident potential to develop such a record and national acknowledgement.
  - 2. Postdoctoral Assistant Research Professors generally will have received a Ph.D. within three years of their appointment. They are appointed for a term of one to three years. The appointment is not renewable beyond the third year. Postdoctoral Assistant Research Professors enjoy no voting privileges.
- d. Procedures: Procedures are governed by university policies and procedures as defined in the university bylaws and amplified and illustrated in the website of the Provost's Office of Faculty Affairs.

Review committees comprise regular rank faculty of ranks higher than the candidate for reappointment or promotion. The Department Chair has discretion to appoint postdoctoral assistant research professors in consultation with the regular rank faculty.

3. Senior Lecturer

- a. Responsibilities: Senior lecturers teach in the graduate or undergraduate programs of the Department, and serve the Department, university, and profession. They have opportunities to supervise undergraduate and graduate students, and engage in research and other forms of scholarship. They can serve as the Department's Director of Master's Programs.
- b. Procedures: Procedures are governed by university policies and procedures as defined in the university bylaws and amplified and illustrated in the website of the Provost's Office of Faculty Affairs. Review committees comprise regular rank faculty at the associate professor level or higher.

C. Non-regular rank faculty: These faculty are appointed by the Department Chair in consultation with the regular rank faculty. Criteria for rank parallel those for regular rank faculty. The Department Chair uses the guidelines posted on the web page, *Appointment Titles – Regular & Non-Regular Rank* of the Duke University Faculty Affairs web site to assign the appropriate titles to non-regular rank faculty.

1. Privileges and restrictions: Non-regular rank faculty may attend faculty meetings dealing with programmatic issues at the invitation of the Chair. They enjoy no departmental voting privileges. They may serve in an advisory capacity on departmental committees, and they may advise students in Statistical Science with approval of the Department Chair.

D. Joint and Secondary Appointments: The Department follows the policies and procedures for joint and secondary appointments described in the *Faculty Handbook*.

1. Joint Appointments: These are faculty with appointments in Statistical Science and one or more other units, for which the Department contributes financially to the appointee.
  - a. Criteria: Faculty with joint appointments are expected to meet the same standards as faculty with corresponding ranks who hold primary appointments in Statistical Science.
  - b. Term: Joint appointments may be conferred upon any individual holding a regular rank appointment, and are made at the same level of seniority as the appointment in the primary unit. The Dean, the Department Chair, the Chair of the other unit(s), and the Provost must concur on the terms of the appointment.

- c. Procedures: Procedures are governed by university policies and procedures as defined in the university bylaws and amplified and illustrated in the website of the Provost's Office of Faculty Affairs.
  - d. Privileges: Faculty holding joint appointments in this Department enjoy the privileges of faculty with primary appointments, commensurate with their rank, including voting rights.
2. Secondary Appointments: Secondary appointments in Statistical Science may be conferred upon any individual holding a regular rank appointment in another department or unit of the university, for which the Department does not contribute financially to the appointee. These appointments are made at the same rank as the existing appointment.
- a. Criteria: These are individuals who have demonstrated expertise in statistical science, whose instructional and research activities involve substantial components of advanced statistics, who contribute to the intellectual activities of the Department, or who have collaborative involvement in the Department's research or teaching programs.
  - b. Term: Secondary appointments are for fixed terms, not to exceed five years. Appointments may be renewed. The Dean, the Chair of Statistical Science, the voting faculty of Statistical Science, and the Provost must concur on the terms of the appointment.
  - c. Procedures: Any regular rank faculty member in Statistical Science can initiate recommendations for secondary appointments and reappointments. Proposals for secondary appointments are subject to a two-thirds majority of all voting-eligible regular rank faculty in the Department. A request for appointment is made by the Department Chair to the Dean of Arts and Sciences who, on approval, forwards the request to the Provost.
  - d. Privileges: Secondary faculty enjoy no departmental voting privileges. They may serve on departmental committees, and they may advise students in Statistical Science with approval of the Department Chair.

**II. Voting Privileges:** All regular rank faculty, including joint faculty and secondary faculty, may serve on all departmental committees. Regular rank faculty have voting privileges on all departmental matters other than personnel decisions, except where excluded by University policy or elsewhere in these bylaws. For personnel decisions, the Department follows the *Faculty Handbook* and the *Trinity Administration Voting Eligibility* rules with the following modifications.

A. Regular rank, tenure track professors

- a. For internal promotion to full professor, only regular rank, tenured full professors with appointments in the Department (excluding secondary faculty) are eligible to vote on tenure. For initial appointments of full professors, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote in the initial

appointment review, and only tenured full professors with appointments in the Department (excluding secondary faculty) are eligible to vote on tenure.

- b. For internal promotion to associate professor, all regular rank, tenured associate and full professors with appointments in the Department (excluding secondary faculty) are eligible to vote on tenure. For initial appointments of associate professors, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote in the initial appointment review, and only tenured associate and full professors with appointments in the Department (excluding secondary faculty) are eligible to vote on tenure.
  - c. For internal reappointment to assistant professor, all regular rank, tenured associate and full professors with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to assistant professor, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.
- B. Regular rank, non-tenure track professors of the practice
- a. For internal reappointment or promotion to full professor of the practice, only regular rank full professors with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to full professor of the practice, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.
  - b. For internal reappointment or promotion to associate professor of the practice, all regular rank associate and full professors with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to associate professor of the practice, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.
  - c. For internal reappointment to assistant professor of the practice, all regular rank associate and full professors with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to assistant professor of the practice, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.
- C. Regular rank, research professors
- a. For internal reappointment or promotion to full research professor, only regular rank full professors with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to full research professor, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.

- b. For internal reappointment or promotion to associate research professor, all regular rank associate and full professors with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to associate research professor, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.
- c. For internal reappointment to assistant research professor, all regular rank associate and full professors with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to assistant research professor, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.

D. Regular rank, senior lecturers

- a. For internal reappointment or promotion to senior lecturer, all associate and full professors and senior lecturers with appointments in the Department (excluding secondary faculty) are eligible to vote. For initial appointment to senior lecturer, all regular rank faculty with appointments in the Department (excluding secondary faculty and postdoctoral assistant research professors) are eligible to vote.

E. General policies for all personnel cases

- a. The Chair does not vote except in the case of a tie.
- b. Appointments, reappointments, and promotions require a majority of votes as affirmative, among all votes cast (assuming the quorum is met).
- c. The Department Chair can use electronic voting or in-person voting on personnel cases. All eligible faculty members in residence, defined as not on leave or inactive, are entitled to vote. At the discretion of the Department Chair, individual eligible faculty members not in residence can be entitled to vote. Faculty members who are not in residence and wish to vote should inform the Department Chair in advance of the scheduled vote. Faculty members entitled to vote on a personnel case, but absent when the vote takes place, may provide their votes in written format to the Department Chair. Other forms of proxy voting are not permitted.
- d. When a Statistical Science faculty member has a joint appointment (that is not a secondary appointment) with other unit(s), and that faculty member is eligible to vote on a personnel case arising in both Statistical Science and the other unit(s), the Statistical Science faculty member will vote either (1) once in Statistical Science but not in the other unit(s), or (2) in the other unit(s) but not in Statistical Science. The faculty member with the joint appointment will inform the Chair of Statistical Science in writing which unit he or she intends to vote in, before the faculty in the Department meet to discuss and vote on the case. Ordinarily, the Department expects joint faculty members with a primary home in Statistical

Science to cast their vote in the Department and not in an outside unit, and joint faculty members with a primary home in another unit to cast their vote in an outside unit and not in Statistical Science.

- e. Faculty with a \$0 rate of pay do not have voting privileges on personnel or other departmental matters.
- f. Postdoctoral Assistant Research Professors do not have voting privileges on personnel or other department matters. Renewable Assistant Research Professors have the voting privileges accorded to regular rank faculty as specified in the preceding parts of Item II of these bylaws.

### **III. Departmental Organization**

#### **A. Officers**

##### **1. Department Chair**

Function: 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 and staff recruitment, (4) manages faculty and staff 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 departmental meetings, and (10) supervises teaching assignments and scheduling in consultation with the Director of Undergraduate Studies (DUS), Director of Graduate Studies (DGS), Director of Master's Programs (MSD), and Associate Chair.

- a. Term: Chairs generally serve for three years (or five years, if an external appointment). After consultation with the departmental faculty, the Dean of the Faculty may offer reappointment.
- b. Appointment: 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.

##### **2. Associate Chair**

- a. Function: The Associate Chair assists the Chair in the administration of the Department. The Associate Chair performs duties delegated by the Chair, such as the following: (1) sit in for the Chair at meetings and functions that the Chair is unable to attend; (2) function as Acting Chair when the Chair is not accessible for an extended period of time, unless other arrangements are made; (3) prepare the course schedule, in consultation with the DUS, DGS, MSD, and Chair; (4) assign teaching assistants, in consultation with the DGS, DUS, MSD, and Chair; (5) supervise assessment of the Department's educational programs, in



- conjunction with the DGS, DUS, MSD, and Chair; and, (7) supervise staff evaluations in coordination with the Chair.
- b. Term: Associate Chairs serve for a fixed term, usually three years, subject to reappointment by the Department Chair.
  - c. Appointment: The Associate Chair is appointed by the Dean of the Faculty upon the recommendation of the Department Chair.
3. Director of Graduate Studies (DGS)
    - a. Function: The DGS (1) serves as the primary link between the Department and Ph.D. students and between the Department and the Graduate School, (2) coordinates Ph.D. recruitment and admissions, (3) chairs the Ph.D. Curriculum Committee, (4) approves advisors and committees for Ph.D. students, and the outcomes of Ph.D. program examinations, and (5) monitors Ph.D. students' progress and compliance with university requirements. The DGS is responsible for 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.
    - b. Term: The DGS serves a fixed term, usually three years, subject to reappointment by the Department Chair.
    - c. Appointment: The DGS is appointed by the Dean of the Graduate School upon the recommendation of the Department Chair and the Dean of Arts & Sciences.
  4. Director of Undergraduate Studies (DUS)
    - a. Function: The DUS (1) is the primary link between the Department and undergraduate students, (2) advises the Chair and the departmental faculty on what is required or desirable in order to maintain the quality and scope of undergraduate instruction, the structure and content of the undergraduate major, the courses, course scheduling, and academic procedures, (3) chairs the Undergraduate Curriculum Committee, (4) oversees the administration of undergraduate honors examinations, (5) appoints advisors and committees for undergraduate students, (6) determines appropriate transfer credit for undergraduate courses to be taken abroad or at other universities, and (7) monitors Statistical Science majors' progress and compliance with university requirements. The DUS is responsible for 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 Trinity College.
    - b. Term: The DUS serves a fixed term, usually three years, subject to reappointment by the Department Chair.
    - c. Appointment: The DUS is appointed by the Dean of Undergraduate Affairs upon the recommendation of the Department Chair.
  5. Director of Master's Programs (MSD)

- a. Function: The MSD (1) serves as the primary link between the Department and Master's students and between the Department and the Graduate School on Master's program matters, (2) coordinates program recruitment and admissions, (3) with the Chair, manages the Master's program budget, (4) is a member of the Master's Advisory Committee, (5) oversees the administration of Master's degree examinations, (6) approves advisors and committees for Master's students, (7) monitors Master's students' progress and compliance with university requirements, and (8) maintains and enhances connections with potential employers of Master's students for internships and permanent placements. The MSD is responsible for other aspects of graduate study agreed upon by the Chair and the MSD.
  - b. Term: The MSD serves a fixed term, usually three years, subject to reappointment by the Department Chair.
  - c. Appointment: The MSD is appointed by the Dean of the Graduate School upon the recommendation of the Department Chair.
6. Director of the Statistical Consulting Center (SCC)
- a. Function: The Director of the SCC is responsible for the long-term operation of the SCC, for taking requests for consulting services, finding faculty or student consultants, and assigning students to projects.
  - b. Term: The Director of the SCC serves an annual term. The typical expectation is that an individual will be the Director of the SCC for at least three years.
  - c. Appointment: The Director of the SCC is appointed by the Chair.

## B. Committees

- 1. Ph.D. Curriculum Committee
  - a. Function: This committee advises the DGS and faculty on curricular matters important to the Ph.D. program, including requirements and course content.
  - b. Membership: This committee comprises two faculty, in addition to the DGS. The Department Chair appoints individuals for this committee annually, in consultation with the DGS. All regular rank faculty, including those with joint and secondary appointments, are eligible to serve on this committee.
- 2. Master's Advisory Committee (MAC).
  - a. Function: This committee provides guidance to the MSD and faculty on the curriculum of the Master's program, including requirements, course content, and co-curricular activities that can advance students' education and employment opportunities.
  - b. Membership: This committee comprises three faculty in addition to the MSD. The DGS appoints individuals for this committee annually, in consultation with the MSD and Chair. All regular rank faculty, including

those with joint and secondary appointments, are eligible to serve on this committee.

3. Undergraduate Curriculum Committee
  - a. Function: This committee provides guidance to the DUS and faculty on the curriculum of the undergraduate major and minor programs, including requirements, course content, and co-curricular activities that can advance students' education. It also provides guidance on the Department's undergraduate service courses.
  - b. Membership: This committee comprises two faculty members, in addition to the DUS. The Department Chair appoints individuals for this committee annually, in consultation with the DUS. All regular rank faculty, including those with joint and secondary appointments, are eligible to serve on this committee.
4. Computing Committee
  - a. Function: This committee maintains oversight of the departmental computing resources and plans for long-term upgrades and maintenance. It holds regular meetings with departmental IT staff. The chair of the Computing Committee is the computing liason with the Dean of Arts and Sciences.
  - b. Membership: This committee comprises three faculty appointed annually by the Department Chair. All regular rank faculty, including those with joint and secondary appointments, are eligible to serve on this committee.
5. Awards and Recognitions Committee
  - a. Function: This committee promotes departmental faculty for professional recognition, both external and internal to Duke. It oversees and coordinates nominations of faculty for awards, and recommends nominations to the Chair as appropriate.
  - b. Membership: This committee comprises at least four faculty. The Department Chair appoints individuals for this committee annually. All regular rank faculty, including those with joint and secondary appointments, and emeritus faculty are eligible to serve on this committee.
6. Ad hoc committees are formed by the Chair as needed. Common needs include faculty searches and promotion and tenure cases.

### C. Faculty Meetings

1. Regular meetings: The Department's regular monthly meetings take place during the first week of each month, or as scheduled by the Chair.
2. Quorum: A majority of regular rank departmental faculty (excluding secondary faculty and postdoctoral assistant research professors) in residence, i.e., not on leave or with inactive status, at Duke constitutes a quorum. When necessary, as for promotion cases, the quorum is determined from voting-eligible faculty.

3. Called meetings: 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.
4. Agenda: The Chair will set the agenda for regular and called meetings. Any regular rank faculty member may request that an item be added to the agenda.
5. Emeritus faculty members can attend faculty meetings at their prerogative, but are not required or expected to do so. Emeritus faculty members do not have voting privileges.
6. Electronic or in-person voting: The Department Chair can use electronic voting or in-person voting on matters discussed in faculty meetings. All eligible faculty members in residence are entitled to vote. At the discretion of the Department Chair, individual eligible faculty members not in residence can be entitled to vote. Faculty members who are not in residence and wish to vote should inform the Department Chair in advance of the scheduled vote. Faculty members entitled to vote on a departmental matter, but absent when the vote takes place, may provide their votes in written format to the Department Chair. Other forms of proxy voting are not permitted.
7. The Department Chair does not vote except in case of a tie.
8. Motions pass when the majority of votes are affirmative among all votes cast (assuming the quorum is met).
9. Robert's Rules of Order, when not in conflict with these bylaws, govern the proceedings of faculty meetings.

#### **IV. Ratification and Amendments**

A. These bylaws will be ratified by a two-thirds majority vote of the regular rank voting faculty in residence during the academic year. They will become effective immediately upon ratification.

B. Bylaws may be amended by a two-thirds majority vote of the regular rank voting faculty in residence. The amendment must be presented in writing at a first faculty meeting or via electronic distribution, and adopted at a second meeting or via an electronic vote. Any regular rank faculty member may propose an amendment to these bylaws.