

BYLAWS
OF THE FACULTY OF THE DEPARTMENT OF STATISTICS
OF THE UNIVERSITY OF MISSOURI-COLUMBIA

Amended February 11, 2010

(Revised 8/19/2011, amended and adopted 9/2/11)

ARTICLE I

MEMBERSHIP

Section 1. Membership of the Faculty of the Department of Statistics shall include regular members, associate members, emeritus members, and adjunct members.

Section 2. The regular membership shall include those having the rank of Professor, Associate Professor, or Assistant Professor. Regular members shall be those on regular, tenure-track appointments.

Section 3. The associate membership shall consist of the non tenure-track full-time instructors in the department holding the position of assistant teaching professor, associate teaching professor, or teaching professor. Such members shall be classified as having either short-term or long-term appointments. A long-term associate member shall be one hired with the intent of being employed in a full-time capacity for at least five years.

Section 4. Emeritus membership shall include those faculty members in the Department who have received the title of emeritus.

Section 5. Adjunct members are individuals whose formal association with the Department is mutually beneficial. Membership is obtained after a written request from an individual seeking such membership is received by a regular member of the Department. Adjunct membership is granted after nomination by a regular member of the Department and approval by a majority vote of the voting members. Adjunct members who no longer wish to have a formal association with the Department can be removed from the list of adjunct faculty by written request to the Chair, at which point they are no longer adjunct members. Furthermore, the Department can revoke adjunct membership at any time if approved by a majority of the voting members. In such cases, the former adjunct member will be notified in writing.

Section 6. The voting membership shall consist of the regular faculty and any long-term associate faculty member elected by the voting members. Election of long-term associate members to the voting membership shall be by simple majority of the current voting members. Voting members who are on leave but are able to attend a regular or special meeting of the Department shall have voting rights at that meeting. Voting members who are on leave and make arrangements to vote on agenda items in a timely fashion, such as through electronic mail or a fax, shall have voting rights on such items.

ARTICLE II

OFFICERS

Section 1. The officers shall be the Chair, the Associate Chair, the Director of Graduate Admissions, the Director of Graduate Studies, the Director of Undergraduate Studies, and the Secretary of the Faculty.

Section 2. In consultation with the Department according to its policy on chair selection, see Article V, the Dean of the College of Arts and Science shall appoint the Chair of the Department.

Section 3. The Associate Chair shall be nominated by the Chair annually and approved by a majority of the voting members. The Chair shall appoint the other officers named in Section 1 to serve one-year terms, which commence at the beginning of the fall semester.

Section 4. The Chair shall be responsible for ensuring that these Bylaws are followed properly; shall preside at all meetings, except that when absent, the Chair may designate a presiding officer; shall appoint the members of appointive committees; and shall exercise such other duties as normally fall to the chair of the department.

Section 5. The Associate Chair shall perform those duties of the Chair that are mutually agreed upon by the Chair and the Associate Chair.

Section 6. The Director of Graduate Admissions, who shall be a member of the graduate faculty in the Department, shall chair the Graduate Admission Committee.

Section 7. The Director of Graduate Studies, who shall be a member of the doctoral faculty in the Department, shall chair the doctoral faculty and the graduate faculty of the Department, and shall oversee the graduate programs in the Department recommending appropriate actions and policies to the faculty.

Section 8. The Director of Undergraduate Studies shall chair the Committee on Undergraduate Studies.

Section 9. The Secretary of the Faculty shall keep the minutes of all meetings of the Department and a Policy Handbook for the Department, see Article V.

ARTICLE III

MEETINGS

Section 1. Regular meetings for the purpose of transacting the business of the Department shall be called as needed by the Chair. The time of each regular meeting shall be announced at least one week in advance with a call for agenda items. There shall be at least two regular meetings each fall and winter semester.

Section 2. Special meetings shall be called by the Chair, preferably with an announcement including the agenda items given at least three working days before the meeting. A special meeting shall be called in response to a petition signed by at least thirty percent of the

Department's voting members. Such a meeting shall be called by the Chair within six working days of receipt of the petition, and voting members shall be notified of this meeting and its agenda item(s) at least three working days before the meeting.

Section 3. Fifty percent of the voting members of the Department shall constitute a quorum for any regular or special meeting.

Section 4. Written absentee ballots from voting members on agenda items for a regular meeting or items for a special meeting shall be counted subject to the voting rights described in Section of Article I. Absentee ballots for promotion and/or tenure recommendation are governed by the College of Arts and Science University of Missouri-Columbia Guidelines for Promotion and Tenure Recommendations.

Section 5. The most recent edition of Robert's Rules of Order shall be the authority for order in meetings of the Department.

ARTICLE IV

COMMITTEES

Section 1. The Department's Committee on Faculty Responsibility, whose duties are given in Article XI of the Bylaws of MU, shall consist of the tenured faculty in the Department exclusive of those who are on leave.

Section 2. The Advisory Committee is elected by the voting members. The committee shall consist of three tenured faculty with tenure home in the Department of Statistics. Advisory Committee members have overlapping three-year terms, with elections held at the beginning of the fall term. Members cannot serve consecutive full terms. If a committee member is unable to complete his or her term, a replacement will be elected for the remainder of the term. A temporary vacancy due to sabbatical leave, etc., will be filled by a special election. Whenever possible, the committee will consist of at least one associate and one full professor following the election. However, this rule may be suspended if there are less than two eligible candidates of the needed rank. In that case, the election will be open to all eligible tenured faculty regardless of rank. In the event there are no eligible candidates to fill an open position, the voting members may choose to consider other candidates. This committee has the following duties:

- a) This committee advises the Chair on the merit evaluation of regular and long-term non tenure-track faculty of the Department. Guidelines for these evaluations are given in Article V of Department policy on faculty evaluations.
- b) In May of each year, the committee reviews the teaching and consulting portfolios for all teachers and consultants (not including graduate assistants) employed by the department during the academic year.
- c) The committee advises the Chair on expenditures from the Development Fund and the Endowment Fund.

- d) The committee advises the Chair on the hiring of all short-term faculty appointments or reappointments. All such appointments must be approved by a majority of the advisory committee.

Section 3. The Alumni/Public Relations Committee is appointed by the Chair of the Department at the beginning of each fall semester and may have members who are graduate students in the Department. This committee assists the Chair of the Department in keeping the alumni and the public in general informed of the activities of the Department.

Section 4. The Colloquium Committee is appointed by the Chair of the Department at the beginning of each fall semester and may have members who are graduate students in the Department. This committee shall seek funds to supplement those available from the Department for the colloquium series and shall oversee the colloquia of the Department.

Section 5. The Committee on Graduate Admissions/ Financial Support shall consist of the Director of Graduate Admissions, who shall chair the committee, the Director of Graduate Studies, and other members appointed by the Chair of the Department at the beginning of the fall semester. This committee shall oversee the processing of applications for graduate study received from the Graduate School, shall make recommendations to the Director of Graduate Studies concerning the admission of these applicants, and shall make recommendations to the Chair of the Department concerning departmental support for all graduate students in the Department.

Section 6. The Committee on Graduate Instructor Training and Evaluation is appointed by the Chair of the Department at the beginning of each fall semester and may have members who are graduate students in the Department. This committee shall arrange for training sessions for new graduate instructors in the Department. The nonstudent members of this committee shall evaluate the teaching of all graduate instructors in the Department and shall report to the Chair of the Department, the Director of Graduate Studies, the Chair of the Committee on Graduate Admissions/ Financial Support, and their advisors all students whose teaching performances are of concern.

Section 7. The Committee on Undergraduate Studies shall consist of the Director of Undergraduate Studies, who shall chair the committee, and other members appointed by the Chair of the Department at the beginning of the fall semester. This committee shall oversee the undergraduate programs including the assessment of the undergraduate majors and shall recommend appropriate actions and policies to the faculty.

Section 8. The Computing Committee is appointed by the Chair of the Department at the beginning of each fall semester and may have members who are graduate students in the Department. This committee oversees the Department's Computing facilities and makes recommendations to the Chair of the Department and the faculty.

Section 9. The Library Committee is appointed by the Chair of the Department at the beginning of each fall semester and may have members who are graduate students in the Department. This committee serves as liaison between the university libraries and the Department.

Section 10. In the spring, the Director of Graduate Studies shall appoint the PhD Examinations Committee to oversee the construction, administration and grading of the PhD Qualifying and Preliminary Examinations for the next academic year. See the current brochure on Graduate Study in Statistics. The committee shall make recommendations to the voting members of the department who will decide whether a student passes or fails these exams.

Section 11. Search committees for regular faculty and long-term non tenure-track faculty shall be approved by the voting members. Each such committee shall present to the faculty a search plan that includes the means to be used to obtain a candidate pool, advertisements to be placed and screening criteria. Voting members must approve candidates to be interviewed, the interview plan and the candidate(s) to be offered a position.

Section 12. The Chair of the Department shall appoint ad hoc committees as needed to conduct the business of the department.

ARTICLE V

DEPARTMENTAL POLICIES

Section 1. The Secretary of the Faculty shall maintain a Policy Handbook which shall include, but not be limited to, the Department's policies on faculty evaluation, promotion and tenure procedures, membership on the doctoral faculty, chair selection, leaves, teaching loads, and grade appeals. It shall be accessible during office hours in the departmental office.

Section 2 (Nepotism): In this section, an employee is one who receives pay from the University of Missouri, part or all of which is for duties performed for the Department of Statistics. A relative is one who is related within the second degree by blood or by marriage as defined in The Collected Rules and Regulations of The University of Missouri.

No relative of an employee shall participate for the Department of Statistics in the type I activities listed below with regard to the related employee, but may participate for unrelated employees. In addition, no relative of an employee shall by herself/himself conduct for the Department of Statistics the type II activities listed below with regard to the related employee, but may, when consistent with college, campus, and university regulations as well as local, state, and federal laws, serve on a committee that does. However, when serving on such a committee, the relative must abstain from voting on matters that pertain directly to the related employee.

Type I activities are (i) deliberating on hiring or promotion, (ii) evaluating job performance, (iii) setting salary, and (iv) recommending a salary increase. Type II activities are (i) considering for an award (departmental, college, campus, or university) and (ii) assigning one or more of the following: travel funds, equipment funds, other monies under Departmental control, job responsibilities including courses to teach, equipment, space, teaching assistants, or research assistants under departmental control.

ARTICLE VI

AMENDMENTS

These Bylaws may be amended at a regular meeting, or at a special meeting called for that purpose, by a simple majority vote of all voting members, provided the amendment has been given in writing to the members at least seven working days before the meeting.