

## Organizational Structure and Rules of the Department of Statistics

Approved: May, 2017

### 1 Organizational structure of the Department

**1.1 The Faculty.** The Faculty of the Department consists in the first instance of the Chair and those in the Department who are members of the Faculty of the College of Arts and Sciences.

Membership may be extended at the discretion of the department Faculty by majority vote to any other member of the staff and in particular to joint appointees; it is the tradition of the Department to give joint appointees voting rights in all matters of direct importance to them. The department gives full voting privileges to all tenured and untenured full-time Faculty members.

Subject to the Governing Regulations of the University, and with the approval of the Dean of Arts and Sciences and the President, the Faculty determines the academic policies and rules of procedure of the Department. Any Faculty member may request the Chair to initiate a discussion of decisions made by departmental officers or committees. The Chair will place such requests on the agenda of the next Faculty meeting.

If any member of Faculty wishes to propose a substantial change in the academic program, policies or procedural rules of the Department, He/She may submit a written proposal to the Chair, to be placed on the agenda of the next Faculty meeting.

**1.2 The Chair.** The Chair implements the academic policies and guidelines established by the Faculty. He/She serves as Chair of the Department Faculty in the evaluation of academic requirements, the development of courses of study and their allocation, graduate and research programs, service and consulting functions of the Department.

He/She presides over all departmental Faculty meetings, but may on occasion delegate this function. He/She is a member of all departmental committees *ex officio*. He/She is responsible for implementing the Department's programs subject to the Governing Regulations of the University, the Administrative Regulations, policies of the University Senate and the Rules of the College of Arts and Sciences. The Chair is responsible for recommendations to the Dean of the College of Arts and Sciences on all departmental budget requests, and for the administration of the approved operating budget.

The Chair is also responsible for recommendations to the Dean of the College on the appointment of new members, salaries, salary changes, promotions, reappointments, terminal appointments, decisions to terminate appointment, post-retirement appointments and the granting of tenure. He/She is also responsible for the periodic evaluation of Department members in accordance with the criteria and procedures established by the Faculty, the College and the University. The guidelines for consultation between Chair and Faculty shall follow the University's Governing Regulations.

**1.3 The Chair's staff.** The Staff Assistant assists the Chair in carrying out the administrative responsibilities of the Department. This involves, among other duties, the maintenance of accounts and records, the day-to-day operation of the budget and the supervision of the other staff. As and when required, the Staff Assistant(s) assists the other staff in their duties.

The staff are responsible for assisting Faculty with their general clerical needs. These involve word processing, copying examinations and articles and any other departmental duties assigned to them by the Staff Assistant.

## **2 Departmental Faculty Meetings**

These meetings are held monthly on a regular basis during the academic year, or at any other time at the special request of any three Faculty members. The GSA representative is invited to attend meetings as a non-voting participant, except when confidential personnel matters are discussed. Items for the agenda of such meetings are submitted to the Chair in advance; some minor items may be added to the agenda under "Any other business" during the course of the meeting. Notices of Faculty Meetings are circulated in advance with a list of the major agenda items.

The purpose of Faculty Meetings and discussions is to achieve a consensus of opinion on courses of actions to be undertaken by the Department. In the rare instances where the Chair and the Faculty are unable to reach consensus on Departmental recommendations, and the Chair's recommendation to the Dean of Arts and Sciences or to other University authorities may differ from that favored by the Faculty, the Chair shall keep the Faculty fully informed of his actions.

Minutes of the Faculty Meetings will be recorded by the Secretary, a Faculty member appointed for this purpose, and circulated to all members. The minutes will also be kept in a permanent file in the office of the Staff Assistant. A quorum for these meetings will be one half plus one of all those eligible to vote.

## **3 The Departmental Directors**

There are three departmental Directors: the Director of Statistical Sciences, the Director of Undergraduate Studies and Director of Graduate Studies. They report regularly to the Faculty and the Chair.

**3.1 The Director of Statistical Services** is appointed by the Chair on the advice of the Faculty. He/She is responsible for the consulting activities of the Department and advises the Chair on the personnel needed to carry out the consulting services within the University. His/Her teaching load may be reduced by one course during the academic year.

**3.2 The Director of Undergraduate Studies** is also appointed by the Chair on the advice of the Faculty. He/She coordinates all undergraduate service courses, and administers all policies and details

concerning these. She/ He maintains a watching brief on enrollment patterns, student demand, and program needs of other Departments. Her/His teaching load is normally reduced by one course during the academic year.

**3.3 The Director of Graduate Studies** is appointed by and responsible to the Graduate Dean, but is also responsible to the Department for supervision of its graduate program. He/She is responsible for recommendations on (a) the admission of students to Graduate School, (b) the appointment of Teaching Assistants and Fellows, and (c) the administration of Ph.D. qualifying, final and MS examinations. He/She recommends to the Graduate Dean members of the Special Doctoral Committee and of MS and Ph.D. examination committee. Her/His teaching load is also normally reduced by one course during the academic year.

**3.4 The Director of Admissions** is appointed by the Chair in consultation with the Director of Graduate Studies. He/She is responsible for assisting the Director of Graduate Studies with duties related to the admission of students to the Graduate School. Her/His teaching load may be reduced by one course during the academic year.

#### **4 Departmental Standing Committee**

There are five Departmental Committees: Undergraduate Studies, Graduate Studies, Computing; Grants and Contracts, Departmental Improvement, and FMER. The Chair shall appoint members to these committees with staggered terms as appropriate. Appointments will usually be for two years, except for students who will usually serve for one year.

**4.1 Undergraduate Studies.** This Committee is chaired by the Director of Undergraduate Studies and is responsible for course work and curriculum changes in undergraduate service courses, on which it makes recommendations to the Faculty. On matters of class scheduling, the Committee will make its recommendations to the Chair. In addition to the three Faculty members, there shall be one student representative with full voting rights on the committee.

**4.2 Graduate Studies.** This Committee is chaired by the Director of Graduate Studies and is responsible to the Chair for the recruitment of Graduate Students, and recommendations to Teaching Assistantships and Fellowships. It will review course work and curriculum changes in graduate courses and make appropriate recommendations to the Faculty on all aspects of the Department's graduate program. In addition to the three Faculty members, there shall be one graduate student with full voting rights on this Committee.

The Director of Graduate Studies is responsible for the Basic Examinations, usually offered in early June to cover the core MS program, and for the Advanced Examinations usually offered in early June to cover the Ph.D. program. The Director shall appoint an Examinations Committee to prepare and grade the Examinations and make recommendations to the Faculty on their results and on desirable changes in

the Examinations structure. Where it is convenient, He/She may decide to form two sub-committees, one responsible for each of the Basic and Advanced Examinations respectively.

**4.3 Computing.** This Committee is responsible for all matters concerned with computing policy in the Department. It advises the Chair on the computing budget and its allocation to Faculty members. It also maintains a watching brief on developments in statistical computation and advises the Chair on current trends in the area. There shall be three faculty members on this Committee.

**4.4 Grants and Contracts.** This Committee is responsible for the encouragement of submissions for grants and contracts by the Faculty to Federal Agencies. Its Chair develops contracts with Directors of these Agencies, advises Faculty members on areas of likely interest to these Agencies, and assists Faculty with their submissions. He/She also organizes any Meetings and conferences which result from such grants and contracts, and advises the Chair on all matters connected with them. There shall be three Faculty members on this Committee.

**4.5 Departmental Improvement.** This Committee supervises the evaluation of teaching in the Department, and makes recommendations to the Faculty on schemes for the objective determination of appropriate criteria for such an evaluation. It is also responsible for Departmental Colloquia, but may delegate this duty to a particular member of the Committee. The Committee will include three Faculty members (one tenured, one non-tenured, and one joint) and one advanced graduate student.

**4.6 FMER Committees.** This Committee consists of the Chair, one member appointed by the Chair, and one member elected by the Faculty. It is responsible for determining faculty merit evaluation score that are submitted to the College.

**4.7 Other Committees.** The Faculty and the Chair may also for ad hoc committees as they see fit from time to time. Among these will be a Recruiting Committee when required, an Annual Picnic Committee, and any other committee to respond to a specific departmental need.

## **5 Teaching Assistants**

As defined by the Governing Regulations, Teaching Assistants (TA's) are academic staff of the University. Departments must therefore take note of their professional standing. TA's are assigned teaching responsibilities by the Chair in consultation with the Directors of Graduate and Undergraduate Studies to an extent not exceeding 50% of their time.

When teaching or performing any duties related to their assistantships, TA's are under the jurisdiction of the Faculty Code. If a question arises concerning an individual's status as a TA or a graduate student, a decision shall be reached by the Dean of the Graduate School and the Dean of Arts and Sciences advised by the Chair.

Appointment, reappointment and termination of TA's shall be handled in accordance with the University's regulations and be the responsibility of the Chair, advised by the Directors of Graduate and Undergraduate Studies. The duties and responsibilities of TA's should be stated clearly to them on their appointment. .

- 5.1 Graduate Advisory Committee.** This consists of three graduate students elected by the Graduate Student body. The Committee advises the Chair and Faculty on matters affecting the graduate student body. One member of this committee will be the GPSA representative, who will attend the non-confidential parts of the Faculty meetings.

## **6 Amendments to the Rules of the Faculty**

Amendments to all matters pertaining to the Faculty (1.1, 2 ,4.1, 4.2, 4.5, 4.6) shall be by one of the following procedures:

- (a) By mail (or email) vote of the voting membership of the Department provided the proposed amendment was presented, and approved for voting at a previous Faculty meeting. The voting members shall be allowed at least two weeks from the date of mailing to return their ballots. The election shall be conducted so as to preserve the secrecy of the ballots.
- (b) By action at any regular or special meeting of the Department Faculty provided a quorum of the voting membership is present and the proposed amendment was presented and discussed at a previous faculty meeting, or the Faculty was issued a copy of the amendment at least two weeks prior to the meeting.

Any proposal for amendment must be carried by at least two thirds (or the nearest integer) of the Faculty eligible to vote. Any such amendments shall become effective after approval by the Dean of the College of Arts and Sciences and the President.