

January 2024

**BYLAWS OF THE  
DEPARTMENT OF STATISTICS AND PROBABILITY  
MICHIGAN STATE UNIVERSITY**

**Preamble**

The Bylaws for Academic Governance of Michigan State University (“MSU” or “the University”), specify in Sections 1 and 2 responsibilities and participation of faculty and students in the governance of an academic unit. Accordingly, the Bylaws of the Department of Statistics and Probability (“STT”) are intended to provide a specific framework for meaningful participation of faculty and students in the academic governance of STT.

The procedures given in the STT Bylaws shall not be construed in any way that (1) limits or discourages the rights and opportunities of groups or individuals in STT from initiating actions or resolving problems through direct consultation with the Department Chairperson, while acting within the general framework of the STT Bylaws, or (2) limits or discourages the Chairperson or their duly designated representatives from discussing and formulating programs of action with appropriate individuals or groups, while acting within the general framework of the STT Bylaws.

If, in any matter, specifications or omissions place these Bylaws in conflict with University or College policies, as promulgated in their Bylaws, these latter shall take precedence.

The Department of Statistics and Probability (STT) consists of tenure-stream faculty, fixed term faculty, academic specialists, visiting and adjunct faculty, emeriti faculty, postdoctoral staff, support staff, graduate students, and undergraduate students. These individuals shall be known as members of STT.

To ensure all faculty and students have a voice in academic governance, and to further ensure inclusiveness, fairness, and trust, STT follows the principles of shared governance espoused by MSU. All members of STT are expected to perform their responsibilities ethically, honestly, with integrity, and otherwise in compliance with university policies and

applicable laws and to engage in behaviors and practices that are inclusive, respectful, and serve to foster trust within the community. All members of STT are expected to adhere to STT's core values and the ethical guidelines of relevant professional organizations, such as the American Statistical Association. Aggression, intolerance, harassment, or discrimination in any form are not permitted. Any concerns should be addressed to the chairperson, to a representative from the College of Natural Sciences Dean's Office, the MSU Office of Institutional Equity (OIE), or the MSU Police, as appropriate.

## **1. The Faculty and Staff of the Department of Statistics and Probability (STT)**

### 1.1 Composition of the Faculty

- 1.1.1 The *regular faculty* of STT consists of all persons appointed in the department under the rules of tenure and holding the rank of professor, associate professor, or assistant professor [BAG, Section 1.1.1.1].
- 1.1.2 The *fixed-term faculty* of STT consists of all persons appointed in the department holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure [BAG, Section 1.1.1.2].
- 1.1.3 The *Academic Specialist* of STT consists of all persons appointed in the department holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist [BAG, Section 1.1.1.5].
- 1.1.4 The *honorary faculty* of STT consists of persons appointed in the department as visiting or adjunct faculty, and faculty who leave STT with official retirement status and who are awarded emeritum status (the term 'Emeritus' or 'Emerita' can be chosen instead) [BAG, Section 1.1.1.6].

### 1.2 Voting Faculty

Voting faculty must be engaged in academic activities of STT and are expected to serve on STT committees.

- 1.2.1 The voting faculty of STT in the election of department councils and committees and in elections pertaining to unit policies and decisions shall consist of
  - 1.2.1.1 Regular faculty of STT with at least 40% in STT.
  - 1.2.1.2 Four faculty from the rank of academic specialists or fixed term faculty with at least 40% in STT, and who have served at least three consecutive years. The four faculty are elected by all academic specialists and fixed-term faculty members of STT.
- 1.2.2 Regular faculty may vote on all matters pertaining to the Department except personnel issues of tenure and promotion above the person's rank. Academic specialists and fixed term faculty with voting rights may vote on all matters pertaining to the Department except personnel issues of tenure and promotion for tenure-system faculty or of promotion above the person's rank and except issues related to the Ph.D. prelim exams.
- 1.2.3 A voting faculty member of STT jointly appointed to two or more units may vote only once in each University or College of Natural Sciences (CNS) election. In elections voted upon by two or more units the faculty member shall vote in that unit which has primary responsibility for initiating personnel action, with respect to that faculty member. [BAG 1.1.2.3]
- 1.2.4 The voting faculty in the election of university-level councils and committees and College-level councils and committees and in elections pertaining to CNS policies and decisions are outlined in their respective bylaws. [BAG 1.1.2.1 and BAG 1.1.2.2]

1.3 Support Staff

*Support staff* consists of persons appointed in the department as administrative or technical support staff member.

1.4 Postdoctoral Staff

The *postdoctoral staff* consists of persons with doctoral degrees under the supervision of faculty appointed in the department, but who are not enrolled as graduate students in STT programs.

## 2. The Students

### 2.1 Student Constituency of STT

2.1.1 The student constituency of STT for the purpose of selecting student representatives to serve on higher unit committees shall be all students who have declared with the Registrar a major or major preference (in the case of lower division students) in an academic program in STT.

2.1.2 For the purpose of serving on departmental committees, the student constituency shall be all students who are majors in the undergraduate STT programs or who are enrolled in the M.S. or Ph.D. programs of the Department.

### 2.2 Student Participation in Academic Governance

2.2.1 Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except for matters reserved to the faculty. [BAG 1.2.3]

2.2.2 The chairperson or designee will assist in the election of two graduate student representatives by the graduate student constituency of STT according to procedures adopted by the student constituency. The student representatives are elected in April of each year for a one-year term commencing at the beginning of the Fall semester.

### 2.3 Student Advisory Council (SAC)

#### Composition and Selection

2.3.1 The SAC shall consist of the two elected graduate student representatives and two full time undergraduate students. The undergraduate students can be elected by the undergraduate student constituency of STT or be appointed by the Undergraduate Director.

#### Mode of Participation

2.3.2 The Mode of Participation of the SAC shall be Consultation.

Functions

2.3.3 Informs the chairperson or designated representative on issues concerning undergraduate and graduate students within the department and promotes the interest of these students.

2.3.4 Informs the chairperson or designated representative on issues concerning the curricula and degree requirements.

Procedures

2.3.5 Meetings shall be held at least once each Fall and Spring semester. The first meeting shall be held before the end of the third full week of classes in Fall semester.

2.3.6 The SAC and the Chairperson shall adopt schedules for timely consideration and advice on student matters.

**3. The Organization of STT**

3.1 The Chairperson

3.1.1 The Chairperson is a regular faculty member of STT who has authority and responsibility delegated by the President and the Board of Trustees for the administration of STT. [BAG 2.1.2]

3.1.1.1 The Chairperson serves as the chief representative of STT within the university. The Chairperson is responsible for the educational, research, and service programs—including the outreach components of all three; budgetary matters, academic facilities, and personnel matters, considering the advisory procedures of the department. The Chairperson has a special obligation to build a department strong in scholarship, teaching capacity, and service. [BAG 2.1.2.1]

3.1.1.2 The chairperson shall comply with the bylaws of the university, college, and department [BAG 2.1.5.3]

3.1.1.3 The Chairperson, or a designee, shall generally be present at meetings of academic governance bodies in STT. [BAG 2.2.4]

3.1.2 The Chairperson shall conduct an annual evaluation with each member of the STT faculty for whom the chairperson is the supervisor. STT

faculty can request a review meeting with the chairperson. The chairperson shall be familiar with all relevant university and college policies concerning faculty performance, evaluation, and space allocation. Written documentation of the annual evaluation shall be given to the faculty member and kept on file.

- 3.1.3 The chairperson has personal responsibility for the recommendation of the department to the Dean about Reappointment, Promotion or Tenure. The chairperson's decision will be based on all the relevant information at the time, including the recommendation of the respective committees, RPTC for tenure stream faculty, and RP for fixed term faculty and academic specialists. One item of the relevant information will be a vote of the faculty specified in the bylaws whose results will be reported to the Dean together with the chairperson's decision.
- 3.1.4 The Chairperson shall form a committee of voting faculty to provide advice on annual salary recommendations.
  - 3.1.4.1 The Chairperson shall call this committee into session when the required budget information becomes available.
  - 3.1.4.2 All salary recommendations shall consider the teaching, research, committee involvement, and outreach activities of the faculty members.
- 3.1.5 The appointment of a chairperson may be terminated at any time by resignation or by action of the MSU President upon the recommendation of the provost. [BAG 2.1.4.5]
- 3.1.6 During the temporary absence of the Chairperson, not to exceed 12 weeks, the Associate Chair will serve as Chairperson. If the absence of the Chairperson is anticipated to exceed 12 weeks, the Advisory Committee and the Associate Chair shall meet with the Dean of CNS to determine procedures for nominating an Acting Chairperson.
- 3.1.7 Procedures for nomination of a chairperson
  - 3.1.7.1 The selection of a chairperson is to be initiated at least once every five years. For external candidates this is to be initiated

in the Spring semester of the penultimate year of the chair's term and for internal candidates in the Fall semester of the final year of the chair's term. Candidature is limited to tenured regular faculty with at least 50% appointment in STT for an internal search. External candidates are candidates who are not currently MSU faculty members.

3.1.7.2 STT faculty, students, and staff shall advise or be consulted in the appointment of the chairperson. [BAG 2.1.3]

3.1.7.3 The STT voting faculty shall have shared responsibility with the CNS Dean to determine procedures for the nomination of the chairperson to be selected by the provost. [BAG 2.1.3.1]

3.1.7.4 Chair Search Committee (CSC)

#### Composition and Selection

3.1.7.4.1 The Chair Search Committee shall consist of a diverse and representative group of 4-6 STT faculty members, including at least one from the rank of academic specialist or fixed term faculty. In addition, the CSC includes one support staff member and one student representative. An MSU faculty member outside STT may also be a member of the CSC.

3.1.7.4.2 Nominations for members of the Chair Search Committee can be made to the CW president or in a CW meeting. Any STT faculty member can choose up to 3 faculty nominees. Doctoral students can nominate student representative, support staff members can nominate support staff representatives. Based on this information the DEIC and AC recommend nominees that satisfy the composition 3.1.7.4.1 to the Dean. They will also report the tally of nominations to the Dean.

- 3.1.7.4.3 For an external or open search, the Dean will determine the members and chair of the CSC. For an internal search, the CSC will choose its own officers.

#### Mode of Participation

- 3.1.7.4.4 The Chair Search Committee has delegated authority from the CW to conduct procedures.

#### Procedures

- 3.1.7.4.5 For an internal search, any STT faculty member may nominate in secret one or more persons for chairperson to the CSC. After a nomination period of no less than 2 weeks the CSC provides the list of nominees who agree to serve as chairperson to the Dean. This list cannot include any member of the CSC. The CSC, in consultation with the Dean of CNS, produces a final list of candidates.
- 3.1.7.4.6 For an external or open search, the CSC will, in consultation with the Dean of CNS, determine and implement the external search procedure. The procedure and documents need to be approved by the designated person in CNS.
- 3.1.7.4.7 The CSC prepares a set of questions to be asked of every chair candidate. This set of questions must be approved by the DEIC before forwarding to relevant MSU offices for approval.
- 3.1.7.4.8 Each chair candidate makes a statement at a CW meeting excluding other candidates to state their vision and answer questions.
- 3.1.7.4.9 Each candidate will have a separate meeting with graduate students only and another separate meeting with staff members only to state their vision and answer questions.



3.1.7.4.10 The CSC, in consultation with the Dean, decides on stakeholders outside the department to solicit feedback from. Input from non-voting faculty, staff, graduate students, and student advisory council shall be solicited. Those who submit input will have the option to limit the distribution of their input to the CSC or the Dean or to give permission to make it available to the voting faculty. The distribution of the feedback will be according to the preferred option of the author.

3.1.7.4.11 The chair of the CSC calls a meeting of the voting faculty members of STT, excluding any candidates, to solicit feedback.

3.1.7.4.12 Voting shall be by secret ballot to be distributed to all voting faculty. Votes can be electronic, in-person, or absentee and must be received within three days of the CW meeting.

3.1.7.4.13 The chair of the CSC shall report to the Dean of CNS the vote totals of the election and a summary of the feedback from STT faculty, support staff and students.

### 3.1.8 Review of the Chairperson

3.1.8.1 The Chairperson shall be subject to a regular review at an interval not exceeding five years. The review shall take place in the Spring semester of the third year. The voting faculty shall have shared responsibility with the CNS Dean to determine procedures for review of the chairperson. [BAG 2.1.4.3]

#### 3.1.8.2 Chair Review Committee (CRC)

##### Composition and Selection

3.1.8.2.1 The Chair Review Committee shall consist of a diverse and representative group of 4-6 STT faculty

members, including at least one from the rank of Academic Specialist or fixed term faculty. An MSU faculty member outside STT may also be a member of the CRC.

3.1.8.2.2 Nominations for members of the CRC can be made to the CW president or in a CW meeting. Any STT faculty member can choose up to 3 nominees on the ballot. Based on this information the DEIC and AC recommend 4-6 members that satisfy the composition stated in 3.1.8.2.1, to the Dean for approval. The CRC will also report the tally of nominations to the Dean.

3.1.8.2.3 The CRC will choose its own officers.

#### Mode of Participation

3.1.8.2.4 The Chair Review Committee has delegated authority from the CW to conduct procedures.

#### Procedures

3.1.8.2.5 The CRC prepares a set of questions following College guidelines for chair reviews. This set of questions must be approved by the DEIC.

3.1.8.2.6 The CRC schedules a meeting with the Dean to review CNS policies and discuss procedures for the review of the chairperson.

3.1.8.2.7 The chairperson provides the CRC with a current vita, a description of accomplishments as chairperson, and a vision statement for the next years. This information is provided to all faculty, staff, post-docs, and graduate students prior to their comments being solicited. The chairperson shall also make an oral presentation, which must be open to all members of the university.

- 3.1.8.2.8 An anonymous online feedback survey with the selected questions will be distributed to all STT members. This survey will be open for a period of two weeks. The CRC, in consultation with the Dean, shall decide on STT stakeholders outside the department to solicit feedback from.
- 3.1.8.2.9 Voting faculty will vote on continuation of the chairperson. Voting shall be by secret ballot. All feedback, anonymized as needed and with any confidential information removed, will be made available to STT voting faculty, except the chairperson, prior to voting.
- 3.1.8.2.10 The CRC will summarize the feedback and prepare a report in consultation with the DEIC to share with the Advisory Committee and the Dean of CNS. The report is based on all the information the CRC receives and consists of an analysis of the past performance and vision of the chairperson and a recommendation with detailed justification as to whether the chairperson should continue in the position. The report also includes a tally of the faculty vote. The survey results, anonymized as needed and with any confidential information removed, will be attached to the report. The chairperson will be given the opportunity to review the CRC summary report and write a response which can be attached to the report or sent directly to the Dean of CNS. The Advisory Committee then makes its recommendation to the Dean. The Dean of CNS may authorize sharing the report or parts of the report with STT members.

3.2 The Associate Chairperson

- 3.2.1 The chairperson, in consultation with the Advisory Committee, may select a regular voting faculty member to be Associate Chairperson. The term of office of the Associate Chairperson will be at most three years, and will end when a new Chairperson is appointed, with the possibility of reappointment.
- 3.2.2 The Associate Chairperson will support the Chairperson in the execution of the Chairperson's prescribed duties.

3.3 The Graduate Director

- 3.3.1 The chairperson, in consultation with the Advisory Committee, may select a regular voting faculty member for the position of graduate director. The term of the Graduate Director will be at most three years, and will end when a new Chairperson is appointed, with the possibility of reappointment.
- 3.3.2 The Graduate Director will support the Chairperson in those duties that bear upon the graduate programs of the Department, will serve as the chair of the Graduate Support Committee, will serve as a member of the Major Curriculum Committee, and will serve as the Department's representative on College and University committees devoted to graduate education.

3.4 The Undergraduate Director

- 3.4.1 The chairperson, in consultation with the Advisory Committee, may select a voting faculty member to be undergraduate director. The term of the Undergraduate Director will be at most three years, and will end when a new Chairperson is appointed, with the possibility of reappointment.
- 3.4.2 The Undergraduate Director will support the Chairperson in those duties that bear upon the undergraduate programs of the Department, will serve as a member of the Major Curriculum Committee, and will

serve as the Department's representative on College and University committees devoted to undergraduate education.

### 3.5 The Committee of the Whole (CW)

#### Composition and Selection

3.5.1 The CW consists of all voting faculty and two elected graduate student representatives.

#### Mode of Participation

3.5.2 The mode of participation is advisory.

#### Function

3.5.3 Except as otherwise provided in these Bylaws, the CW shall consider all matters pertaining to STT.

#### Procedures

3.5.4 Meetings of the CW shall be open to all faculty and support staff of STT. The CW president or STT Chairperson may restrict attendance to a subset of CW members if warranted by the agenda of the meeting per limitations of these bylaws.

3.5.5 The CW president and CW secretary shall be elected during the Spring semester and shall take office at the beginning of the following Fall semester. Nominations and elections shall be according to the following procedures:

3.5.5.1 Nominations are made during the meeting or via email to the AC chair CW president before the meeting, who will confirm with the nominees their willingness to serve and will present the final list of candidates to the CW for an election. Any voting faculty member can be nominated as CW president. Nominations can be made by any STT faculty, support staff, and CW student representatives.

3.5.5.2 Voting shall take place by secret ballot by the CW members. A candidate must receive a majority of the votes cast to be declared elected.

3.5.6 A meeting of the CW may be called by the Chairperson of STT or the President of the CW. The President shall call a meeting upon receiving

a petition asking for a meeting signed by at least 30% of the members of the CW.

- 3.5.7 The CW President shall follow the current edition of Robert's Rules of Order Newly Revised unless otherwise specified in these bylaws. The CW secretary, with the possible assistance of designated STT staff, shall be responsible for the recording and distribution of the minutes and shall notify members of the times and places of the meetings.
- 3.5.8 A quorum consisting of 50% of the membership of the CW (excluding faculty members on leave) must be present (in-person or telecommuting) at meetings at which action is taken.
- 3.5.9 The order of business for the CW meetings shall be:
  - 3.5.9.1 Calling the meeting to order.
  - 3.5.9.2 Correcting and approving the minutes.
  - 3.5.9.3 Report of the Chairperson.
  - 3.5.9.4 Reports of Subcommittees.
  - 3.5.9.5 Other agenda items.
- 3.5.10 Unless otherwise specified, voting on all issues before the CW shall be by the raising of hands.
- 3.5.11 The vote will be by secret ballot if any CW member requests this.
- 3.5.12 Unless otherwise specified, adoption of a motion requires an affirmative vote by a simple majority of those present and voting.

### 3.6 Standing Subcommittees of the Committee of the Whole

Unless otherwise specified in these bylaws the STT Chairperson and the President of the Committee of the Whole, in consultation with the chairs of the Advisory Committee and the Committee on Diversity, Equity, and Inclusion, shall nominate STT faculty, STT students, or STT stakeholders to serve on standing and ad-hoc committees. The STT Chairperson shall nominate the chairs of such committees. Each committee's membership is subject to approval by a majority vote of the CW.

#### 3.6.1 Advisory Committee (AC)

Composition and Selection

- 3.6.1.1 The AC shall consist of
- A. Three members who are voting regular faculty members of the CW with one from a rank of Assistant or Associate Professor, elected by the voting regular faculty members.
  - B. one member from the rank of academic specialists or fixed-term faculty, elected by all academic specialists and fixed-term faculty members.
- 3.6.1.2 AC members shall be elected in Spring semester and shall take office at the beginning of Fall semester. Vacancies on the AC of more than 3 months shall be filled by election for the unexpired term according to the membership composition outlined in 4.3.1.1. Vacancies on the AC less than 3 months shall be filled by majority vote of the remaining AC members for the unexpired term according to the membership composition outlined in 4.3.1.1.
- 3.6.1.3 Advisory Committee members shall be elected for a two-year term and no member may serve for more than two consecutive years.

#### Mode of Participation

- 3.6.1.4 The Mode of Participation of the AC shall be Advisory.

#### Functions

- 3.6.1.5 Advises and assists the Chairperson with the preparation of budget priorities and planning.
- 3.6.1.6 Advises and assists the Chairperson with the development of departmental policies in accordance with the bylaws.
- 3.6.1.7 Advises the Chairperson or the CW on any matter that a STT constituent brings before it if this matter is deemed important by the AC.
- 3.6.1.8 Meets with the Dean regarding the election and the review of the Chairperson (see Sections 3.1.7 and 3.1.8).
- 3.6.1.9 The AC shall report to the CW at each CW meeting.

#### Procedures

- 3.6.1.10 The AC shall elect its own chair who presides over AC meetings.
- 3.6.1.11 The AC shall meet at least monthly during the academic year.
- 3.6.1.12 The agenda for each AC meeting will be distributed to CW members. If an agenda item is deemed confidential by at least two AC members, it will be omitted from the agenda distributed to CW members.

### 3.6.2 Personnel Committee (PC)

#### Composition

- 3.6.2.1 The Personnel Committee (PC) shall include the Chairperson, all tenure-system faculty members who are members of the CW. Additional faculty members may be added by majority vote of the PC.

#### Mode of Participation

- 3.6.2.2 The mode of participation is advisory.

#### Functions

- 3.6.2.3 Considers the appointment of any new member of the department under tenure rules, and the appointment of adjunct faculty members.
- 3.6.2.4 Keeps the faculty members of the CW informed as to names of persons under consideration and seek comments concerning them.
- 3.6.2.5 Considers the appointment of visiting and temporary faculty whose salaries are financed from university general funds.
- 3.6.2.6 Votes of the PC will be taken to serve as advice to the Chairperson.

#### Procedures

- 3.6.2.7 Chairperson presides over meetings.
- 3.6.2.8 Meets as needed. Meetings may be called by the Department chairperson or by the chairperson of a search committee.



- 3.6.2.9 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.
- 3.6.2.10 By majority vote, the committee may designate a subcommittee to expedite its work.
- 3.6.2.11 Departmental policies for adjunct faculty appointments and for tenure-system faculty searches will be followed.

3.6.3 Reappointment, Promotion and Tenure Committees (RPTC) for Tenure-Track Faculty

Composition and Selection

- 3.6.3.1 The RPTC shall consist of four tenure system faculty members of the CW: Three of the members will be full professors and one will be an associate professor. The member who is an associate professor will only participate in committee work related to cases for faculty members currently at the rank of Assistant Professor. Faculty members are appointed to the RPTC by the procedures outlined in the beginning of section 3.6 of these Bylaws. Every effort shall be made to appoint members with the background and expertise to provide an informed evaluation of reappointment, promotion, and tenure cases that come before the committee.

The mode of Participation

- 3.6.3.2 The mode of participation will be advisory.

Functions

- 3.6.3.3 Reviews the progress of tenure-stream faculty below the rank of full professor as requested by the chairperson. Communicates its findings and recommendations to the chairperson and the Personnel Committee regarding reappointment, promotion, or tenure. Review policies must agree with STT policy, University and CNS guidelines such

as Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University.

#### Procedures

3.6.3.4 Consults the Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University available on the CNS website and completes processes following the CNS timeline.

3.6.3.5 Recommends internal or external reviewers for faculty candidates to the chairperson.

3.6.3.6 The RPTC invites an advocate for each RPT case. The advocate has the background and expertise for a particular RPT case and may be invited ad hoc by the RPTC if not already a member. The individual must be tenured faculty member at a MSU above the rank of the candidate.

3.6.3.7 Evaluates the relevant forms and materials required by MSU and CNS, including appointment letter, annual evaluations, curriculum vitae, research and teaching portfolio, reflective essay, classroom observations, and student evaluations. Confers with other departments for joint appointments, if possible.

3.6.3.8 Confers with the candidate prior to formulating a recommendation. The consultation must take place prior to evaluating external letters, if applicable.

3.6.3.9 Provides recommendations to the chairperson and the Personnel Committee in a written report.

#### 3.6.4 Reappointment and Promotion Committee (RPC) for Academic Specialists and Fixed Term Faculty

##### Composition and Selection

3.6.4.1 The RPC shall consist of four faculty members knowledgeable about the position(s) under review, including

at least one from the rank of Academic Specialist (AS) and including the Associate Chair.

- 3.6.4.2 Committee members should have a rank above the rank of the candidate being considered.
- 3.6.4.3 An academic specialist or fixed term faculty (FT) member from outside the unit can be appointed, if necessary.
- 3.6.4.4 Faculty members are appointed to the RPC by the procedures outlined at the beginning of section 3.6 in these Bylaws.

#### Mode of Participation

- 3.6.4.5 The mode of participation will be advisory.

#### Functions

- 3.6.4.6 Makes recommendations regarding reappointment, award of continuing status, or promotion to senior specialists for academic specialists.
- 3.6.4.7 Makes recommendations regarding reappointment, granting Designation 'B' status, or promotion to associate or full professor for fixed term faculty.

#### Procedures

- 3.6.4.8 Considers Specialist Position Description or fixed term faculty job description to evaluate performance in the assigned areas.
- 3.6.4.9 For reappointment of AS or FT the RPC evaluates the relevant forms and materials for the position required by MSU and CNS, including but not limited to curriculum vitae, reflective essay, evidence of excellence in performing assigned duties, engagement with teaching and educational issues within the university and beyond, as appropriate for the assigned job duties.
- 3.6.4.10 For granting continuing status for AS or Designation 'B' for FT the RPC evaluates in addition #9 engagement in leadership related to broader teaching, research, and educational issues within the university and beyond.

- 3.6.4.11 For promotion to senior specialist the RPC evaluates in addition #9 leadership and impact related to teaching, research, and educational issues within the university and beyond.
- 3.6.4.12 Promotion of fixed term faculty is based on an evaluation of the duties and responsibilities specified in the candidate's position description. The RPC evaluates research and teaching excellence by the same criteria used in evaluating those duties for tenure system faculty.
- 3.6.4.13 The RPC meets with the candidate before providing advice to the chairperson regarding reappointment, promotion, or award of continuing appointment status.
- 3.6.4.14 The RPC provides feedback to the chairperson in the form of a written summary.

### 3.6.5 Graduate Support Committee (GSC)

#### Composition and Selection

- 3.6.5.1 The GSC is comprised of regular faculty. Members are appointed to the GSC by the procedures outlined in the beginning of section 3.6 in these Bylaws.
- 3.6.5.2 Members of the GSC shall be appointed in Spring semester to take office beginning August 16.

#### Mode of Participation

- 3.6.5.3 The mode of participation is delegated authority.

#### Functions

- 3.6.5.4 Considers all graduate assistantship, fellowship and scholarship applications and renewals.
- 3.6.5.5 Consults with the chairperson regarding the number of admissions with or without support.

#### Procedures

- 3.6.5.6 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.
- 3.6.5.7 By majority vote, the committee may designate a subcommittee to expedite its work.

### 3.6.6 Major Curriculum Committee (MCC)

#### Composition and Selection

- 3.6.6.1 Faculty members are appointed to the MCC by the procedures outlined in the beginning of section 3.6 in these Bylaws.
- 3.6.6.2 Members of the MCC shall be appointed in Spring semester to take office beginning August 16.
- 3.6.6.3 The two student members of the CW will choose which one is to serve on the MCC.

#### Mode of Participation

- 3.6.6.4 The mode of participation is advisory.

#### Functions

- 3.6.6.5 Considers curricula and degree requirements for STT majors.
- 3.6.6.6 Reports to the CW where votes are taken to serve as advice to the Chairperson.
- 3.6.6.7 Considers curricula and degree requirements for STT majors.
- 3.6.6.8 Reports to the CW where votes are taken to serve as advice to the Chairperson.

#### Procedures

- 3.6.6.9 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.
- 3.6.6.10 By majority vote, the committee may designate a subcommittee to expedite its work.

### 3.6.7 Service Course Committee (SCC)

#### Composition and Selection

- 3.6.7.1 Faculty members are appointed to the SCC by the procedures outlined in the beginning of section 3.6 in these Bylaws.
- 3.6.7.2 Members of the SCC shall be appointed in Spring semester to take office beginning August 16.
- 3.6.7.3 The two student members of the CW will choose which one is to serve on the SCC.

#### Mode of Participation

- 3.6.7.4 The mode of participation is advisory.

#### Functions

- 3.6.7.5 Considers curricula and degree requirements for non-majors.
- 3.6.7.6 Reports to the CW where votes are taken to serve as advice to the Chairperson.

## Procedures

- 3.6.7.7 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.
- 3.6.7.8 For majority vote, the committee may designate a subcommittee to expedite its work.

## 3.6.8 Colloquium Committee (CC)

### Composition and Selection

- 3.6.8.1 The CC is comprised of regular faculty and doctoral students.
- 3.6.8.2 Faculty members are appointed to the CC by the procedures outlined in the beginning of section 3.6 in these Bylaws.  
Doctoral students will choose student members.
- 3.6.8.3 Members of the CC shall be appointed in Spring semester to take office beginning August 16. [OBJ]

### Mode of Participation

- 3.6.8.4 The mode of participation is delegated authority.

### Functions

- 3.6.8.5 Considers all matters related to colloquia and guest lecturers.
- 3.6.8.6 Reports to the CW.

### Procedures

- 3.6.8.7 Meets as needed.

## 3.6.9 Diversity, Equity, and Inclusion Committee (DEIC)

### Composition and Selection

- 3.6.9.1 All STT members are eligible to serve on the DEIC. If deemed appropriate, external members of STT can be appointed to this committee.
- 3.6.9.2 Members are appointed to the DEIC by the procedures outlined in the beginning of section 3.3 of these Bylaws.
- 3.6.9.3 Members of the DEIC shall be appointed in the Spring semester to take office beginning August 16.

### Mode of Participation

3.6.9.4 The mode of participation is shared responsibility.

### Functions

3.6.9.5 Shall recommend, review, and evaluate policies and programs that affect the diversity of faculty, staff, and students of STT and the equity and inclusivity efforts of STT.

3.6.9.6 Shall advise the Chairperson and STT Committees on matters including but not restricted to leadership, access, conducting searches, retention, career advancement, research, curriculum, STT climate, and external engagement.

3.6.9.7 Shall facilitate connections to other resources or bodies concerned with issues of inclusion, equity, or diversity at MSU.

3.6.9.8 Shall advise the chairperson and STT Committees on matters which the chairperson or the Advisory Committee shall bring before it and on matters which the DEIC deems appropriate.

3.6.9.9 Shall present to STT members such matters it deems appropriate for discussion and/or action.

### Procedures

3.6.9.10 Meets at least monthly.

### 3.6.10 Ad hoc Committees

3.6.10.1 Ad hoc committees may be established by the Chairperson, by the Advisory Committee, by the DEIC, or by majority vote of the CW.

3.6.10.2 Members are appointed to Ad hoc Committees by the procedures outlined in the beginning of section 3.6 in these Bylaws.

### 3.7 Bylaws Committee

#### Composition and Selection



3.7.1 Faculty members are appointed to the Bylaws Committee by the procedure outlined in the beginning of section 3.6 of these bylaws.

#### Mode of Participation

3.7.2 The mode of participation is shared responsibility [BAG 2.21].

#### Functions

3.7.3 Reviews annually STT Bylaws to suggest changes and to determine conformity with the MSU bylaws of Academic Governances and the College of Natural Sciences Bylaws and proposes changes as needed.

3.7.4 Considers requests for amendments, if advised to do so by the Advisory Committee, the Committee of the Whole, or the Committee on Diversity, Equity, and Inclusion.

#### Procedures

3.7.5 The committee members deliberate proposals for amendments to the STT Bylaws and forward such proposals to the CW for discussions or voting.

3.7.6 If feasible and appropriate, the committee seeks input from STT faculty, support staff, and students and CNS.

## **4. Grievances**

4.1 All grievances shall be handled in accord with applicable University documents: The Faculty Grievance Procedure, Article 5 of Graduate Student Rights & Responsibilities, or Section 2.4 of Academic Freedom for Students at Michigan State University and the Department of Statistics and Probability Hearing Procedures.

4.2 Every reasonable effort shall be made for informal resolution of any grievance before formal procedures begin. Initiation of formal procedures shall not preclude further efforts at informal resolution.

4.3 Formal procedures shall be dependent on the status of the grievant.

4.3.1 If the grievant is a faculty member, then the case shall be referred to the University Faculty Grievance Officer.

- 4.3.2 If the grievant is a student, then the procedures in the document, Student Grievance Procedures, Department of Statistics and Probability shall be followed.

**5. STT Bylaws Interpretation, Amendment, and Review**

- 5.1 The voting faculty shall have shared responsibility with the chairperson to adopt and publish bylaws. [BAG 2.2.1]
- 5.2 The implementation and interpretation of these bylaws shall be the responsibility of the Advisory Committee.
- 5.3 Amendments to these bylaws can be initiated by the Department Chairperson, the Advisory Committee, or the DEIC, and a bylaws committee may be formed. Any CW member may request in writing that the AC shall initiate procedures to amend the Bylaws who will then review such requests and forward the request and its recommendation to the CW or the bylaws committee, if possible.
- 5.4 STT bylaws shall be reviewed at intervals not to exceed five years [BAG 2.2.2].
- 5.5 Amendments to these Bylaws may be adopted by a 60% vote of the entire Committee of the Whole membership. The effective date shall be immediate after approval.
  - 5.5.1 Amendments must be distributed to the Committee of the Whole membership at least one week prior to the voting on adoption. Voting shall commence only after the proposed amendments have been discussed in a Committee of the Whole meeting.
  - 5.5.2 Voting on adoption of amendments shall be by online ballot. The online ballot shall take place for 5 business days.
  - 5.5.3 If, as a result of a meeting at which a proposed amendment is discussed, the proposal is modified, the Committee of the Whole may, by a majority vote of those present and voting, agree to an online ballot to be held no less than one week after the modified version is distributed.
  - 5.5.4 CW members can vote on two options: 1. Vote to approve the amendment, 2. Vote to not approve the amendment.