

Adopted April 2, 2013

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

**1. Definitions**

- 1.1 *Department:* Department of Statistics and Probability (STT), Michigan State University.
- 1.2 *Chairperson:* Chairperson of the Department.
- 1.3 *Committee of the Whole:* Consists of all voting faculty and two student representatives.
- 1.4 *President:* President of the Committee of the Whole.
- 1.5 *Faculty member:* A faculty member as defined in Section 1.1 of the Bylaws for Academic Governance (BAG), Michigan State University who has any portion of his or her appointment in the Department.
- 1.6 *Student:* An undergraduate or graduate student with a major in the Department.

**2. The Faculty of the Department of Statistics and Probability (STT)**

- 2.1 Composition
  - 2.1.1 The *regular faculty* of STT consists of all persons appointed in the department holding the rank of professor, associate professor, or assistant professor and appointed under the rules of tenure, or as further defined in the BAG, Section 1.1.1.1.
  - 2.1.2 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, as defined in the BAG, Section 1.1.1.2.

2.1.3 The *honorary faculty* of STT consists of persons appointed in the department as visiting or adjunct faculty, persons designated as lecturers in the STT, and persons retired from the regular faculty of the STT with the emeritus title.

## 2.2 Voting Faculty

2.2.1 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 all regular faculty of STT with at least a 50% appointment in STT.

2.2.2 A voting faculty member of STT jointly appointed to two or more units may vote only once in a given university or 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.

2.2.3 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.

## 3. **The Student Constituency of STT**

3.1 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 the unit.

## **4. The Organization of STT**

### **4.1 The Chairperson**

- 4.1.1 The Chairperson serves as the elected representative of the department.
- 4.1.2 The Chairperson is responsible for the educational, research, and outreach programs, budgetary matters, academic space and facilities, and personnel matters, taking into account the advisory procedures of the department. The Chairperson has a special obligation to build a department strong in scholarship, teaching capacity, and outreach.
- 4.1.3 The Chairperson, or a designee, shall generally be present at meetings of an academic governance body. [BAG 2.2.4]
- 4.1.4 The Chairperson shall conduct an annual review meeting with each member of the regular faculty and all fixed-term faculty members. The chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.
- 4.1.5 The Chairperson shall form a committee of voting faculty to provide advice on annual salary recommendations and is responsible for the annual salary recommendations.
  - 4.1.5.1 The Chairperson shall call this committee into session when required budget information becomes available.
  - 4.1.5.2 All salary recommendations shall take into account the teaching, research, committee involvement, and outreach activities of the faculty members.
  - 4.1.5.3 When the final salary list is provided by the Dean it shall be made available to CW faculty members upon request.
- 4.1.6 Initial Appointment of the Chairperson
  - 4.1.6.1 The STT Advisory Committee (see Section 4.3.1) must schedule a meeting with the Dean to review College of Natural Science (CNS) policies and formulate specific procedures for

selection of the chairperson. The STT voting faculty shall have shared responsibility with the CNS Dean to determine procedures for selecting the chairperson to be nominated to the provost. [BAG 2.1.3]

#### 4.1.7 Election of Chairperson

4.1.7.1 The election of a chairperson is to take place at least once every three years and is to be carried out by the voting faculty members of STT.

4.1.7.2 Any voting faculty member of STT may nominate in secret one or more persons for chairperson.

4.1.7.3 Each nominee may make a statement.

4.1.7.4 The voting faculty members of STT may discuss the candidates and may ask the candidates to leave either singly or in any combination.

4.1.7.5 Voting shall be by secret ballot. Votes of faculty members of STT who are not present when the vote occurs shall be solicited by the President of the Committee of the Whole (see Section 4.2). No other absentee voting shall be permitted.

4.1.7.6 Voting need not end when a majority is achieved by some candidate, but is terminated by majority vote.

4.1.7.7 The outcome of the election shall be transmitted to the Dean as a recommendation of the Department.

4.1.7.8 Consultation with the Dean by individual faculty members of STT is not precluded either before or after an election.

#### 4.1.8 Review of the Chairperson

4.1.8.1 The Chairperson shall be subject to a regular review at an interval not to exceed three years. The STT Advisory Committee must meet with the Dean to review CNS policies and formulate specific procedures for the periodic review of the chairperson/director. The voting faculty shall have shared

responsibility with the CNS Dean to determine procedures for review of the chairperson/director. [BAG 2.1.4]

## **4.2 The Committee of the Whole (CW)**

- 4.2.1 Except as otherwise provided in these Bylaws, the CW shall consider all matters pertaining to STT.
- 4.2.2 The CW consists of all voting faculty and two student representatives.
- 4.2.3 The student representatives are to be elected prior to the first meeting of the academic year by the student constituency of STT according to procedures adopted by the student constituency.
- 4.2.4 The student members shall not be present when the CW is discussing or acting on topics which are reserved exceptions as provided in BAG, Section 1.2.3.
- 4.2.5 The standing and ad hoc committees of the CW shall be constituted by members of the CW.
- 4.2.6 The first meeting of the CW shall be in the first two weeks of classes in fall semester. The CW shall meet at least once each fall and spring semester.
- 4.2.7 The Chairperson shall preside over the first meeting of the year until the CW President is elected. The President shall then preside over meetings of the CW. The CW shall then elect its secretary. Nominations and elections shall be according to the following procedures:
  - 4.2.7.1 Nominations are made from the floor.
  - 4.2.7.2 Voting shall take place by secret ballot. A candidate must receive a majority of the votes cast to be declared elected.
- 4.2.8 The President shall conduct meetings in accordance with parliamentary procedures (Robert's Rules). The secretary shall be

responsible for the recording and distribution of the minutes and shall notify members of the times and places of the meetings.

- 4.2.9 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.
- 4.2.10 A quorum consisting of 60% of the membership of the CW (excluding faculty members on leave) must be present at meetings at which action is taken.
- 4.2.11 The order of business for the CW meetings shall be:
  - 4.2.11.1 Calling the meeting to order.
  - 4.2.11.2 Correcting and approving the minutes.
  - 4.2.11.3 Report of the Chairperson.
  - 4.2.11.4 Reports of Subcommittees.
  - 4.2.11.5 Other agenda items.
- 4.2.12 Unless otherwise specified, voting on all issues before the CW shall be by the raising of hands.
- 4.2.13 Before the vote is taken any member may request that the vote be by secret ballot.
- 4.2.14 Unless otherwise specified, adoption of a motion requires an affirmative vote by a simple majority of those present and voting.
- 4.2.15 The votes of the CW serve as advice to the Chairperson.

### **4.3 Standing Subcommittees of the Committee of the Whole**

#### **4.3.1 Advisory Committee (AC)**

##### Composition

- 4.3.1.1 The AC shall consist of three voting faculty with one from a rank below full professor.
- 4.3.1.2 One AC member shall be elected to a two year term at the first CW meeting of each fall semester. (When the AC is first

established, one member shall be elected for a one year term and one member shall be elected for a two year term.)

4.3.1.3 No elected member of the AC may serve more than two consecutive years.

4.3.1.4 Each year the Chairperson shall appoint one voting faculty to membership on the AC for a term of one year. This may or may not be the Associate Chair.

#### Functions

4.3.1.5 Considers all matters pertaining to STT, except as otherwise provided in these Bylaws, and shall meet with the Chairperson on a regular basis to discuss departmental matters.

4.3.1.6 Advises and assists the Chairperson with the preparation of budget requests and with the allocation of uncommitted funds (not to include salaries).

4.3.1.7 Meets with the Dean in regard to the election and the review of the Chairperson (see Sections 4.1.7 and 4.1.8).

4.3.1.8 Is responsible to the CW and shall report to the CW at each CW meeting.

#### Procedures

4.3.1.9 Chairperson presides over meetings.

4.3.1.10 The AC and the Chairperson shall adopt schedules and operating rules for its meetings to allow for timely consideration and advice on departmental matters.

### **4.3.2 Personnel Committee (PC)**

#### Composition

4.3.2.1 The Personnel Committee (PC) shall include the Chairperson, all tenured full and associate professors who are members of the CW, and any additional faculty members the CW may designate by majority vote.

#### Functions

- 4.3.2.2 Considers the appointment of any new member of the department under tenure rules.
- 4.3.2.3 Keeps the faculty members of the CW informed as to names of persons under consideration and seek comments concerning them.
- 4.3.2.4 Considers the appointment of visiting and temporary faculty whose salaries are financed from University general funds.
- 4.3.2.5 The committee reports to the CW where votes are taken to serve as advice to the Chairperson.

#### Procedures

- 4.3.2.6 Chairperson presides over meetings.
- 4.3.2.7 Meets as needed.
- 4.3.2.8 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.
- 4.3.2.9 By majority vote, the committee may designate a subcommittee to expedite its work.

### **4.3.3 Promotion and Tenure Committees (PTC)**

#### Composition

- 4.3.3.1 The PTC shall consist of all faculty members of the CW above the academic rank of those being considered for reappointment, promotion, or tenure.

#### Functions

- 4.3.3.2 Each November, considers every faculty member below the rank of full professor for promotion.
- 4.3.3.3 Requests each faculty member below the rank of full professor to submit a curriculum vitae and other information required to the Chairperson.
- 4.3.3.4 The promotion forms for those considered favorably shall be submitted to the Dean by the Chairperson. If the Chairperson

is considered favorably for promotion, the Dean shall be notified of the recommendation by the PTC.

4.3.3.5 Each affected faculty member shall be informed by the Chairperson of the result of the consideration of his/her possible recommendation for promotion.

4.3.3.6 Consideration of promotion for any nontenured faculty member whose appointment will expire at the end of the following academic year shall include consideration of renewal of his/her appointment.

#### Procedures

4.3.3.7 Chairperson presides over meetings of the PTC except that in no case shall the person under consideration be present during the discussions.

4.3.3.8 Meets as needed.

4.3.3.9 When feasible, faculty members on leave who are members of any committee shall be consulted regarding the work of these committees.

4.3.3.10 By majority vote, the committee may designate a subcommittee to expedite its work.

### **4.3.4 Graduate Support Committee (GSC)**

#### Composition

4.3.4.1 The GSC is comprised of faculty only.

4.3.4.2 The President of the CW and the Chairperson shall name the members of the committee subject to the approval of the CW and within the limitations of these Bylaws.

#### Functions

4.3.4.3 Considers all graduate assistantship, fellowship and scholarship applications and renewals.

#### Procedures

4.3.4.4 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.

4.3.4.5 By majority vote, the committee may designate a subcommittee to expedite its work.

#### **4.3.5 Major Curriculum Committee (MCC)**

##### Composition

4.3.5.1 The President of the CW and the Chairperson shall name the faculty members of the committee subject to the approval of the CW and within the limitations of these Bylaws.

4.3.5.2 The two student members of the CW will choose which one is to serve on the MCC.

##### Functions

4.3.5.3 Considers curricula and degree requirements for majors.

4.3.5.4 Reports to the CW where votes are taken to serve as advice to the Chairperson.

##### Procedures

4.3.5.5 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.

4.3.5.6 By majority vote, the committee may designate a subcommittee to expedite its work.

#### **4.3.6 Service Course Committee (SCC)**

##### Composition

4.3.6.1 The President of the CW and the Chairperson shall name the faculty members of the committee subject to the approval of the CW and within the limitations of these Bylaws.

4.3.6.2 The two student members of the CW will choose which one is to serve on the SCC.

#### Functions

4.3.6.3 Considers curricula and degree requirements for non-majors.

4.3.6.4 Reports to the CW where votes are taken to serve as advice to the Chairperson.

#### Procedures

4.3.6.5 When feasible, faculty members on leave who are members of the committee shall be consulted regarding the work of the committee.

4.3.6.6 By majority vote, the committee may designate a subcommittee to expedite its work.

### **4.3.7 Colloquium Committee (CC)**

#### Composition

4.3.7.1 The CC is comprised of faculty only.

4.3.7.2 The President of the CW and the Chairperson shall name the members of the committee subject to the approval of the CW and within the limitations of these Bylaws.

#### Functions

4.3.7.3 Considers all matters related to colloquia and guest lecturers.

4.3.7.4 Reports to the CW.

#### Procedures

4.3.7.5 Meets as needed.

### **4.3.8 Additional ad hoc committees may be formed as needed.**

## **5. Grievances**

5.1 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.

- 5.2 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.
- 5.3 Formal procedures shall be dependent on the status of the grievant.
  - 5.3.1 If the grievant is a faculty member, then the case shall be referred to the University Faculty Grievance Officer.
  - 5.3.2 If the grievant is a student, then the procedures in the document, Student Grievance Procedures, Department of Statistics and Probability shall be followed.

**6. Amendments**

- 6.1 Amendments to these Bylaws may be adopted by a 60% vote of the entire Committee of the Whole membership.
  - 6.1.1 Amendments must be distributed to the Committee of the Whole membership at least one week prior to the meeting at which it is proposed to bring them to a vote.
  - 6.1.2 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 a mail ballot to be held no less than one week after the modified version is distributed.
  - 6.1.3 Votes of faculty members on leave shall be solicited.
  - 6.1.4 The voting faculty shall have shared responsibility with the administrator to adopt and publish bylaws. Unit bylaws shall be reviewed at intervals not to exceed five years. [BAG 2.2.1 and 2.2.2]

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