

**DEPARTMENT OF STATISTICS**  
**THE FLORIDA STATE UNIVERSITY**  
**BY-LAWS**  
**(1/16/2007)**

**STATEMENT OF PURPOSE**

As the faculty of the Department of Statistics our primary purpose as a unit is to advance our discipline through teaching, research, service, and consulting. We shall do this in an atmosphere of collegiality and constructive cooperation. Each faculty member has an equal responsibility and an equal voice in furthering the academic goals and in maintaining the academic excellence of our department.

**FACULTY**

Tenured, tenure-track and non-tenure track faculty shall be considered permanent faculty and will have the right to vote all Departmental governance issues.

**ADMINISTRATION**

The chair is the chief administrator and academic leader of our department. The chair shall be elected by the faculty of the Department to serve a three-year term, with the consent of the Dean of the College.

The Chair's administrative duties include preparing the annual assignments of responsibilities (AORs) of the faculty and the annual letters of progress toward promotion for both tenure and non-tenure track faculty who have not reached their maximum rank. These letters are prepared in consultation with the Department's Faculty Evaluation and Salary Increase Committee (FESIC) and Promotion and Tenure (P&T) committees and reflect the university and the Department's criteria for promotion.

**Chair Selection Process**

At the beginning of the last year of the sitting Chair's three-year term, the Department will elect a Chair Selection Committee consisting of three members of the permanent faculty; the Dean may appoint an outside member of the committee. The committee will establish the procedures for reviewing applicants and making its recommendation to the Dean. Sitting chairs may ask for a recommendation of reappointment.

The chair may be recalled by a two-thirds vote of the permanent faculty. The results of the secret ballot would be forwarded to the Dean of the College.

**Faculty Meetings**

Faculty meetings are typically called by the chair or by petition to the chair of at least three permanent members. In the latter case the meeting is to be held within three weeks. Voting is limited to permanent faculty; one-half of their number constitutes a quorum. Robert's Rules of order constitute an informal guide to the conduct of meetings.

**ELECTED COMMITTEES AND OFFICES**

The three permanent committees of the Department are the Executive Committee, the P&T Committee, and the FESIC Committee. Each committee consists of four members

elected annually from the tenured faculty. The chair serves on these committees ex-officio.

Additionally, the Department will elect a faculty senator at such times as specified by the constitution of the faculty senate. S/he is responsible for attending Faculty Senate meetings and informing the department of developments affecting the department or its members.

#### **Duties of FESIC Committee:**

The FESIC Committee determines a merit score for each tenure and non-tenure track faculty member in the department as well as any staff who are considered “in-unit” under the collective bargaining agreement. The scores are based on and in accord with the AORs for the calendar year being considered and achievements during the period being reviewed. The merit scores will be used to determine merit increases when such increases become available.

#### **Duties of P&T Committee:**

The P&T Committee provides recommendations on all issues involving promotion and tenure and their annual spring deliberations form the basis of the chair’s annual review letters when these letters are appropriate.

The Committee recommends promotion to Associate Professor based on the University criteria published by the Dean of Faculties which include superior records of teaching, research, and service provided to the Department, the University, and the scientific community.

The Committee recommends promotion to Full Professor based on the University criteria published by the Dean of Faculties which include superior records of teaching and research, noteworthy service provided to the department, the university, and the scientific community, a sustained record of direction of graduate students through the completion of their PhD degrees and a record of attainment of research funding.

The Committee recommends the awarding of tenure based upon superior records of teaching, research, and service to the Department, University, and the scientific community. Departmental approval of the recommendation of the Committee is subject to a vote by all of the tenured members of the faculty.

The Committee recommends promotion for non-tenure track faculty based on the criteria of the College of Arts & Sciences and includes a superior record of teaching and service to the Department.

#### **Appointed Committees**

The chair appoints standing Committees. The standing committees of the department are:

1. The Academic Affairs Committee
2. The Graduate Student Recruiting and Admissions Committee
3. The Graduate Student Evaluation and Awards Committee.
4. The Computing Policy and Acquisitions Committee.

The chair may appoint such other committees as necessary.

## **RECRUITMENT OF NEW FACULTY**

The executive committee serves as the faculty recruiting committee for the department with the Chair serving ex-officio. The committee identifies the area of specialization for which there will be recruitment, reviews all applications and seeks feedback from the faculty on all candidates. At the committee's discretion, members from departments other than the Statistics Department may be appointed to the recruitment committee.

## **PROCEDURE FOR AMENDING**

This document can be modified by a two-thirds vote of the permanent faculty.