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DEPARTMENT OF STATISTICS
THE FLORIDA STATE UNIVERSITY
BY-LAWS

(Approved by a majority of faculty members by secret ballot on 11/05/2008; Amended and approved by a two-thirds vote of the permanent faculty on 3/12/2009; Amended and approved by a two-thirds vote of the permanent faculty on 10/15/2012; Amended and approved by a two-thirds vote of the permanent faculty on 01/16/2013; Amended and approved by a two-thirds vote of the permanent faculty on 02/01/2013; Amended and approved by a two-thirds vote of the permanent faculty on 03/01/2013.**)**

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. The department by-laws shall be adherence to and consistency with University policies found in FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter.

Faculty

Tenured, tenure-track and specialized faculty shall be considered permanent faculty and shall have the right to vote all Departmental governance issues and to be involved in unit reorganization. In-unit staff members shall have the right to vote on the department bylaws and revisions.

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 writing annual evaluation narrative for ALL faculty. The narrative is then attached to the Annual Evaluation Summary Form. Chair is responsible for providing annually a written letter for both tenure and specialized faculty who have not reached their maximum rank for progress toward promotion and tenure, or for promotion if specialized faculty, except for assistant professors in the years in which they receive 3rd year review. 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. In addition, Chair is responsible for the financial affairs of the department.

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 Faculty Evaluation and Salary Increase Committee (FESIC). Each committee consists of four members elected annually from the tenured faculty by all faculty members who have the right to vote. 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.

Merit Criteria and Duties of FESIC Committee:

General Evaluation Procedure

Faculty and in-unit staff's annual evaluation will be conducted in the spring semester of each year. The following evaluation criteria and procedure will be effective on January 1, 2013. Each faculty and in-unit staff member shall submit his/her annual report of Evidence of Performance in teaching, research or creative activities, service, and other Universities duties to the department's Faculty Evaluation and Salary Increase Committee (FESIC).

Faculty and in-unit staff's Evidence of Performance Report shall include the following parts:

1) Teaching Assignments: including course taught, graduate degrees awarded, graduate student direction, graduate student committees;
2) Research Assignments: including papers and books published, papers in press, papers submitted, papers given in meetings, invited papers, colloquia and individual talks, grant funding;
3) Service Assignments: including department committee service, university and SUS committee service, international, national, and regional committee service, office held, honor received, service to public schools, and service to industry;
4) Curriculum Vitae;
5) Summary Statement.

The FESIC of the department shall read the Evidence of Performance Reports and determine a merit score for each tenure and specialized faculty member in the department as well as any staff who are considered "in-unit" under the collective bargaining agreement. Specialized faculty

members and “in-unit” staff in the department shall be reviewed first by a subcommittee consisting of their peers. The subcommittee shall submit an evaluation report, including scores for teaching and service of each specialized faculty member and “in-unit” staff, to the department FESIC for further review and evaluation. The evaluation criteria for faculty will be in agreement with our departmental academic standards. For each member under the annual evaluation, a score in the scale of 4 to 10 with 10 as the highest score will be determined by each member of the FESIC for each of the three areas: teaching, research, and service, based on the performance of the member in the evaluation period. An FESIC member shall not assign scores to herself/himself. For each of the three areas a trimmed-mean score (after removing the highest score and lowest score among all scores including the score assigned by the subcommittee for specialized faculty members and “in-unit” staff) shall be calculated for each member under evaluation. The final merit score for each member shall be calculated as a weighted average of the three scores in accord with the Assignment of Responsibility (AORs) for the calendar year being considered and achievements during the period being reviewed.

Based on the final merit scores, faculty and in-unit staff’s performance during the evaluation period will be classified in the following categories:

1) **Merit score 9 or higher: Substantially Exceeds FSU’s High Expectations;**
   A faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.
2) **Merit score between 8.0 and 8.99: Exceeds FSU‘s High Expectations;**
   A faculty member who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

3) **Merit score between 6.0 and 7.99: Meets FSU's High Expectations;**
   A faculty member who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
4) **Merit score between 5.0 and 5.99: Official Concern;**
   A faculty member who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
5) **Merit score between 4.0 and 4.99: Does Not Meet FSU's High Expectations.**
   A faculty who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

The Chair of the department shall write annual evaluation narrative for ALL faculty. The narrative shall be attached to the Annual Evaluation Summary Form. A tenured faculty member whose overall performance is rated 'Does Not Meet FSU's High Expectations' in more than two of the previous six evaluations shall be placed on a Performance Improvement Plan. A specialized faculty member or an in-unit staff member whose overall performance is rated "Does Not Meet FSU's High Expectations" shall be placed on a Performance Improvement Plan (PIP) in one or more areas of assigned duties. The Performance Improvement Plan shall include specific performance targets goals and timetables to assist the faculty member or in-unit staff member in achieving at least a "Meets FSU's High Expectations" rating.

Based on the FESIC annual scores, if a faculty member's three-year average rank in research is in the top 20% among the faculty members, the faculty member's performance in research in the three-year period is viewed as exceptional; if a faculty member's three-year average rank in teaching is in the top 20% among the faculty members, the faculty member's performance in teaching in the three-year period is viewed as exceptional.

The merit scores shall be used by the chair to determine merit increase recommendations which shall be sent to the Dean when such increases become available. A merit pay award is not mandated for all members of the department and merit increases shall reflect distinctive levels of merit reflecting the differences in performance. If the Chair's final merit recommendation should deviate from the FESIC recommendations, the Chair will notify the FESIC of that difference and both plans will go forward to the dean and the provost for review and final recommendation.

I. Teaching Evaluation

The typical assignment of teaching load in the department for a tenured or tenure-track faculty member is four courses per year and an aspiration assignment is three courses per year when the faculty member has outside funded research that supports at least one research assistant or when the faculty member directs five or more Ph.D. students.

The typical assignment of teaching load in the department for a specialized faculty member is eight courses per year. Specialized faculty with a 12-month appointment also teach courses in the summer semester. Specialized faculty with a master degree usually teach lower level undergraduate service courses which are either three- or four-hour courses and generally taught in large lecture format with supporting recitation sections. Specialized faculty with a Ph.D. can teach both undergraduate and graduate courses. Course reduction may be granted to a specialized faculty member with additional service duties in the department or administering large lectures.

All faculty members in the department are expected to provide high quality teaching, including effectiveness in presenting statistical knowledge, information, and ideas in classroom and/or online lectures. Faculty's teaching evaluation will consider the following factors:

1) Effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students;
2) Class size, course preparation time, and new course or not;
3) Relevant materials submitted by the faculty member, including class notes, syllabi, student exams and assignments, supplementary material, and possible peer evaluations of teaching.
4) Students' evaluation of faculty's classroom teaching in the SUSSAI forms, required for all courses in both spring and fall semesters.

II. Research Evaluation

Faculty's performance in research is mainly based on number and quality of publication, amount of grant funding, and number of graduate student direction.

For peer-reviewed journal publications, the Statistics field and our department usually use alphabetical order as the order of authorship. When exceptions occur, then the order is important with the first author's contributions considered the most significant, second author's considered the second most significant, and so forth. In interdisciplinary areas, generally the order is important with the first author's contributions considered the most significant, and so forth. In biology and computational biology as well as computer vision, however, contributions of the corresponding author who is often the last author are considered as the most significant.

The Department has a strong commitment to interdisciplinary work through the Statistical Consulting Center and through joint collaborations with faculty from various departments including biology, computational sciences, engineering, mathematics, medical school, meteorology, oceanography, and psychology. It is expected that faculty members having major percentage assignments to the Consulting Center and to interdisciplinary work will likely produce subject-specific interdisciplinary papers as well as general research contributions to statistical methodology.

In the recent years, the Department has been very successful in obtaining external grant and contract support, with grants from the Air Force Office of Scientific Research, the Army Research Office, MSP, NCI, the National Institutes of Health, the National Security Agency, the National Science Foundation, and different state department and agencies.

III. Service Evaluation

Service at different levels (department, university, regional, national, and international) is necessary and important to the health of the department. Faculty in the department are expected to participate in departmental service. The major administrative posts are assigned to tenured, full professors. In general, more junior faculty are assigned to minimal service in order to free their time for teaching and research. Nevertheless, we expect all faculty to be good citizens in the department and to be amenable to assisting when asked.

Most faculty members perform service to the larger community of scholars. Faculty in the department serve as referees, associate editors and editors for journals, as reviewers for research proposals, and as officers in various professional organizations.

P&T Criteria and Duties of P&T Committee:

I. Promotion and Tenure of Tenure-Track Faculty

The P&T Committee provides recommendations on all issues involving promotion and tenure. Third year review for each tenure-track faculty member will be conducted in the spring semester to evaluate the candidate's progress towards promotion and tenure. This review and candidates' annual spring deliberations form the basis of the chair's review letters when these letters are appropriate.

The Committee recommends promotion to Associate Professor based on the University criteria published by the Vice President for Faculty Development and Advancement 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 Vice President for Faculty Development and Advancement 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. A secret ballot taken by all of the tenured members of the faculty is also required on all tenure considerations.

II. Promotion of Specialized Faculty

The P&T Committee recommends promotion for specialized faculty based on the criteria of the College of Arts & Sciences and the faculty member's annual performance evaluations that include a superior record of teaching and service to the Department.

The criteria of the College of Arts & Sciences for specialized faculty promotion include

1) The College requires that a Teaching Faculty I meet or exceed the performance criteria of the unit in which s/he is employed and have at least five full years of experience in rank before promotion, regardless of the degree held. That is, a recommendation for promotion to Teaching Faculty II may be made during the fifth year of service, and the promotion may become effective at the beginning of the sixth year.

2) The same performance expectations and requirement of five years' experience in rank apply to a faculty member who has advanced from Teaching Faculty I to Teaching Faculty II and who may be recommended for promotion to Teaching Faculty III, effective no earlier than the eleventh year of service.

3) Faculty members initially appointed at the rank of Teaching Faculty II must meet the same performance expectations. Those without a Ph.D. must be in rank at least ten years before the promotion to Teaching Faculty III becomes effective, and a recommendation may be made in the tenth year. Those with a Ph.D. must have had five years of experience in rank, and a recommendation may be made in the fifth year.

Appointed Committees

The chair appoints standing Committees. The standing committees of the department are:
1. The Curriculum Committee.
This committee shall consist of two members from the Statistics Program and two members from the Biostatistics Program. The program curriculum of the department shall be reviewed annually and curriculum changes shall be proposed by the committee. Curriculum changes shall be voted by the department faculty.
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.

SACS Substantive Change Policy

Faculty and Staff members in the department are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site http://provost.fsu.edu/sacs

Procedure for Amending

This document can be modified by a two-thirds vote of the permanent faculty and in-unit staff members.