BY-LAWS FOR THE DEPARTMENT OF STATISTICS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Revision May 2018

# General Organization

The Department is organized with a Chair as the Chief Executive Officer, whose responsibilities and authority are defined in the University Statutes and these Bylaws.

The Voting Faculty of the Department will consist of all faculty with tenured or tenure track appointments and at least 50% appointment within the Department. Only Voting Faculty may vote in departmental elections and at departmental meetings.

# Departmental Committees

* 1. The Department shall have an Executive Committee, a Grievance Committee and a Capricious Grading Committee. Other committees may be established by the Chair and the Executive Committee (see Section III-A7).
	2. The Department Chair shall not be eligible to serve on the Executive Committee, the Grievance Committee, or the Capricious Grading Committee. No Department member may serve simultaneously on the Executive Committee and the Grievance Committee.

# Executive Committee

The Executive Committee shall consist of four elected members. Eligibility requirements and other details of the election process are given in Sections IV and V of these Bylaws. When the Executive Committee meets with the Department Chair, the Department Chair shall chair the meeting. The Executive Committee shall select a vice chair from its membership who chairs meetings at which the Department Chair is not present.

# Grievance Committee

* 1. The Grievance Committee shall consist of two elected Department members, each serving a two-year term. Eligibility requirements and other details of the election process are given in Sections IV and V of these Bylaws.
	2. The Grievance Committee shall hear any grievance that may be presented by any member or group of members of the Department. It shall investigate the circumstances of the grievance and, if possible, recommend a resolution. The Committee shall transmit its findings and any recommendations in writing to the grievant or grievants, the Department Chair, the Executive Committee, and any other affected persons. Whenever necessary in its consideration of a grievance, the Committee shall communicate with appropriate University officials.

# Capricious Grading Committee

The Capricious Grading Committee shall consist of at least two appointed members of the Department. If the Department has a Student Appeals Committee, that committee will serve as Capricious Grading Committee. The Committee shall hear all capricious grading appeals that are brought in accordance with the procedures described in the *Code on Campus Affairs and Regulations Applying to All Students* and shall follow these rules on all matters before the Committee.

# Responsibilities of the Department Chair and the Executive Committee

* 1. Responsibilities of the Chair and the Executive Committee

The Department Chair (Chair henceforth) and the Executive Committee shall work jointly on all matters concerning the department, including such matters as may be delegated to them by the faculty of the department in meetings or in these Bylaws. Decisions on these matters shall be made by a majority vote of the Executive Committee and the Chair. Specific duties and responsibilities include:

* + 1. Policy and long range planning.
		2. Preparation of the budget.
		3. Organization and distribution of responsibilities in the department.
		4. Recommendations on promotion and tenure in accordance with Section VI.
		5. Recommendations on recruitment and hiring of new faculty and staff.
		6. Determination of the recommended annual salary of each person with a budgeted appointment in the department except that no individual member of the Executive Committee shall participate in the determination of his or her own recommended salary.
		7. Act as the departmental Committee on Committees. That is, they can create ad hoc committees and appoint department members to them. Tenure-track and specialized faculty members with non-zero appointments in the Department have full voting rights on any ad hoc committee on which they serve.
		8. Establish the agenda for faculty meetings.
	1. Responsibilities of the Chair
		1. The Chair shall be responsible for the execution of department policies, and shall have the power to act independently in such matters as are delegated to the Chair by these Bylaws or by the Executive Committee. The Chair shall be responsible for the expenditures of departmental funds for the purposes approved by the Executive Committee.
	2. Responsibilities of the Executive Committee
		1. The Executive Committee shall oversee adherence to these Bylaws. If in its judgment any provision is violated, it may call a meeting with or without the Chair, and shall take appropriate action.
		2. The Executive Committee shall oversee departmental elections and shall organize faculty meetings as discussed in section VII.

# Terms of Office

A new Chair will serve an initial three-year term, and if reelected, all subsequent consecutive terms will be for two years. Only a voting member of the Department with the rank of Professor may serve as Chair. Only voting members of the Department may serve as members of the Executive Committee or Grievance Committee. Members of the Executive Committee will serve two-year terms. There are four members of the Executive Committee and their terms will be staggered so that there will be two members elected every year. The two members of the Grievance Committee will serve two-year terms staggered so that one member is elected every year. If a member of the Executive Committee, or Grievance Committee resigns, or is otherwise unable to serve then there will be a special election to elect a member to complete the term.

The Chair shall be appointed by the Board of Trustees in accordance with the University Statutes (Article IV, section 2a) "... on recommendation of the Chancellor and the president after consultation with the dean of the college and with the Executive Committee of the department…"

# Elections

* 1. The Chair shall be elected by a majority of the voting membership of the Department for consideration by the Dean. If no candidate receives a majority vote in an election for the Chair, the two candidates receiving the most votes will participate in runoff election(s). If after two runoff elections no candidate has a majority, then both names will be forwarded to the Dean for consideration.
	2. In elections for the Executive Committee, the two candidates receiving the most votes will receive the positions. If there is only one vacancy to be filled, then the candidate receiving the most votes will receive the position. In the event of ties, runoff election(s) will be conducted with only the tied candidates. If after two runoffs there is still a tie, then a random mechanism will be used to determine which of the candidates will be declared winner.
	3. Elections will be conducted by the Executive Committee. Confidential written ballots will be used. They will be distributed to all voting members absent from the Department at least one month prior to the election. Regular elections will be conducted in the Spring semester, and officers elected in the Spring will take office on the first day of the following Fall semester. The election process should begin in March to ensure that there is sufficient time in the event of runoff elections.
	4. When these Bylaws are first put in effect, there will be an election for Chair, Executive Committee, Grievance Committee, and Capricious Grading Committee. The two candidates for Executive Committee receiving the most votes will serve for two years and the two candidates receiving the third and fourth highest number of votes will serve a one-year term. The candidate for Grievance Committee receiving the most votes will serve a two-year term and the candidate receiving the second most votes will serve a one-year term. The candidate for Capricious Grading Committee receiving the most votes will serve a two-year term and the candidate receiving the second most votes will serve a one-year term. These elections will be conducted by the Advisory Committee of the Department in the Spring and the winners will take office at a time determined by the Dean of the College of Liberal Arts and Sciences.

# Promotion and Tenure Procedures

* 1. For each Department member with at least 50% appointment at the Assistant or Associate Professor level, the Department Chair and Executive Committee shall make an annual assessment of potential for promotion (and potential for granting of tenure, if applicable), subject to the restrictions in paragraph D. If the Department Chair and Executive Committee decide that promotion, or tenure, or both, should be considered, it shall appoint an *ad hoc* committee for each member being considered. The *ad hoc* committee shall consist of Department members who qualify under the restrictions in paragraph D. However, the Executive Committee and the Chair may also appoint members of other departments to serve. In consultation with the member being considered, the *ad hoc* committee shall collect relevant materials and letters of recommendation. Any Department member may make recommendations to the *ad hoc* committee on these matters, and all such communications shall be considered. The *ad hoc* committee shall present its findings to a committee consisting of all voting members of the Department who qualify under the restrictions in paragraph D. This committee shall take a formal vote and shall present the findings to the Department Chair and Executive Committee for appropriate action, subject to the restrictions in paragraph D.
	2. For new appointments at a tenured level a special meeting of all faculty members entitled to vote according to paragraph D will be called at least 24 hours in advance. The vote of the meeting will be recorded.
	3. For Department members with less than 50% appointment, the promotion and tenure process is handled primarily by the department in which the member has a majority appointment. However, there shall be a formal vote in the Department of Statistics on a recommendation for promotion and tenure, in accordance with the last sentence of paragraph A.
	4. In cases where promotion alone is being considered, only those Department members with rank at or above the rank of the proposed promotion may take part in the formal deliberations. In cases where tenure alone is being considered, only those tenured Department members with rank at or above the current rank of the candidate may take part in the formal deliberations. If both promotion and tenure are being considered, only those tenured Department members with rank at or above the rank of the proposed promotion may take part in the formal deliberations.
	5. In all such deliberations all involved parties and committees shall consider the current statement on Promotion and Tenure Policies of the College of Liberal Arts and Sciences and the Promotion and Tenure Policies and Procedures of the Vice Chancellor for Academic Affairs.
	6. Procedures for promotion of specialized faculty will be in accordance with the supplemental document, “Department of Statistics Policies on Specialized Faculty.”

# Faculty Meetings and Minutes

* 1. Meetings of the Faculty

There shall be a regular meeting of the Department faculty in each of the fall and spring semesters, organized by the Chair and the Executive Committee. Additional meetings may be called by the Chair or the Executive Committee. Any member or committee may request of the Chair or the Executive Committee that a meeting of the faculty of the Department be convened. Upon such a request, the Chair and the Executive Committee will jointly decide whether to convene such a meeting. All permanent faculty members of the Department may attend department meetings.

The agenda of the faculty meetings will be distributed by the Chair at least 24 hours prior to the meeting. Any Department member who wishes to put an item on the agenda shall request this in writing to the Chair and/or Executive Committee at least one week prior to the meeting.

* 1. Meetings of the Executive Committee

The Executive Committee and the Chair shall meet at least once a month during the academic year to transact departmental affairs. The Chair or the Executive Committee may convene additional meetings when deemed necessary. The Executive Committee may, if deemed necessary, meet without the Chair present, although departmental policy may be set only at Executive Committee meetings with the Chair present.

* 1. Minutes

A departmental faculty member shall be appointed by the Chair and the Executive Committee to record and distribute in a timely fashion to departmental members minutes of all departmental meetings. The Executive Committee will select one of its members to take minutes of all Executive Committee meetings and distribute such to the Executive Committee, and to the Chair whenever the Chair also participated in the meeting. The Chair and the Executive Committee may decide to distribute portions of these minutes to the entire faculty.

# Right of Petition and Appeal

Any member of the Department may request a hearing by the Chair or by any committee and, on presenting such a request, will receive a hearing.

# Amending the Bylaws

Procedure. Amendments to these Bylaws may be proposed by a petition signed by at least 25% of the voting members and presented to the Department Chair and the Executive Committee. The Department Chair then will circulate the proposed amendment in a timely fashion. At least two weeks after the circulation of the proposal, but not more than four weeks thereafter, the date for voting will be set. Voting on the proposed amendment(s) will be conducted by a secret written ballot distributed to all voting members of the Department. For the adoption of the proposed amendment at least three-fifths of the voting faculty must vote in favor of the amendment.