

May 13, 2008

## **GENERAL INFORMATION AND BY – LAWS OF THE DEPARTMENT OF STATISTICS, UNIVERSITY OF FLORIDA**

### **GENERAL INFORMATION**

The Department of Statistics at the University of Florida has one of the most comprehensive statistics faculty within a single department in the U.S. The faculty have a wide variety of teaching and research interests in statistics. When selecting coursework or a Ph.D. dissertation topic and advisor, students can choose from a wide variety of topics and theoretical or methodological interests.

#### **Mission Statement**

“The Department of Statistics at the University of Florida has as its purpose: (i) to provide excellent education in statistics, (ii) to prepare departmental majors for successful careers in academia, industry, and government, (iii) to extend the frontiers of statistics through basic and applied research, (iv) to collaborate with researchers in other disciplines to investigate important scientific issues, and (v) to provide leadership within the University and the profession. The Department seeks to be comprehensive and balanced and to conduct itself with openness, enthusiasm, integrity, and respect for the diversity of the contributions made by its members.” (Adopted March 23, 1999)

#### **Academic Programs**

The undergraduate program of the Department of Statistics offers B.S. and B.A. degrees through the College of Liberal Arts and Sciences (CLAS) and a B.S. degree through the College of Agriculture and Life Sciences (CALs). The graduate program offers M.S., M. Stat., and Ph.D. degrees. The M.S. degree requires a Masters thesis; the M. Stat. degree does not. The department also offers a co-Ph.D. program jointly with several other departments at the University including Mathematics, Finance, Industrial Systems Engineering, Forestry, among others.

#### **Structure**

The teaching program of the department emanates mainly from the College of Liberal Arts and Sciences through the department’s location in Griffin-Floyd Hall. The majority of our faculty have offices in Griffin-Floyd Hall. Besides teaching, the Liberal Arts and Sciences faculty conduct statistical research and some of them also do statistical consulting. The Department of Statistics is also a department in the College of Agriculture and Life Sciences, part of the Institute of Food and Agricultural Sciences (IFAS), which is responsible for programs pertaining to food, agriculture, natural resources, forestry, and veterinary medicine. Our IFAS faculty likewise teach and conduct statistical research, and collaborate with IFAS researchers on a wide variety of scientific studies. The Department, through its IFAS faculty, also provides an outstanding consulting program for faculty and graduate students in the College of Agriculture and Life Sciences. In addition to teaching assistantships, graduate students can gain valuable experience via a consulting assistantship in IFAS research. The Department also

welcomes having a close working relationship with the biostatisticians holding academic appointments in the Health Sciences Center (the College of Public Health and Health Professions and the College of Medicine) and with other members of the UF faculty interested in various areas of statistics.

#### Research Areas

Department faculty have a wide variety of research interests, ranging from theoretical to applied and over a broad spectrum of methodological topics. Categorical data analysis, design of experiments, Bayesian analysis, linear models, biostatistics, nonparametrics, clinical trial methods, statistics education, genetic data analysis, computer intensive statistical methods, and probability theory are some of the areas of interest. Department faculty actively collaborate with scientists in other disciplines on important research investigations. The Department of Statistics has earned an international reputation as a center of excellence in statistical research. Many of its faculty members have joined the editorial boards of major journals and many of its faculty members have received awards and honors external to the University.

#### Teaching

Since its founding by Dr. William Mendenhall in the early 1960's, the department has placed strong emphasis on quality teaching. The faculty are known for clear presentations of statistical topics and for leadership within the profession in statistics education. Many excellent textbooks have been written by our faculty.

### **BY-LAWS OF THE DEPARTMENT OF STATISTICS, UNIVERSITY OF FLORIDA**

#### 1. Administrative Positions

##### 1.1 The Chair

The Chair is the chief administrative/academic officer of the department. The Chair oversees the faculty as they carry out the Department's mission. The ultimate authority resides in the voting members of the department except in those instances where the higher administration has vested authority in the Chair. The Chair appoints the Associate Chair(s) and the Coordinators discussed below. The responsibilities of the Associate Chair(s) are determined by the Chair. The Chair is advised on important matters by the Executive Committee described below.

##### 1.2 Associate Chair – CLAS

The Associate Chair – CLAS is appointed by the Chair in consultation with the CLAS faculty. (The Chair may choose not to have an Associate Chair – CLAS.)

##### 1.3 Associate Chair – IFAS

The Associate Chair – IFAS is appointed by the Chair in consultation with the IFAS faculty. (The Chair may choose not to have an Associate Chair – IFAS.)

##### 1.4 Undergraduate Coordinator

The Undergraduate Coordinator is the primary academic advisor to the undergraduate statistics majors and is responsible for overseeing the undergraduate program in both the College of Liberal Arts and Sciences and the College of Agriculture

and Life Sciences. The Undergraduate Coordinator serves as a liaison between the Department and the Undergraduate Committees of CLAS and CALS.

In addition, the Undergraduate Coordinator

- is responsible for the Actuarial Science minor and advising those students
- oversees the UF Chapter of the Statistics Honorary Mu Sigma Rho
- is the faculty advisor to the Actuarial Science and Statistics Clubs.

### 1.5 Graduate Coordinator

The Graduate Coordinator is the primary academic advisor to the graduate students and is responsible for overseeing the graduate program including the admission of students and the granting of financial aid. The Graduate Coordinator serves as a liaison between the Department and the Graduate School.

## 2. Standing Committees

### 2.1 Advisory Committee

The Advisory Committee provides advice and input to the Chair on pertinent matters and is available for faculty members to express concerns regarding departmental leadership. The Associate Chairs (CLAS and IFAS) are not eligible to serve on the Advisory Committee. The Advisory Committee is an elected committee and will be comprised of four tenured faculty members (three from CLAS and one from IFAS and all at the rank of Associate Professor or higher), all of whom are elected to serve for a two year term. Only the CLAS faculty can vote for the three CLAS members and only the IFAS faculty can vote for the one IFAS member. Voting proceeds as follows:

- CLAS. If CLAS has in total  $n$  Associate Professors, Professors, and Distinguished Professors eligible to be on the committee, then each voting CLAS faculty member will be given a secret ballot with these  $n$  names arranged in a random order. Each voting CLAS faculty member assigns an integer rank from 1 to  $n$  (without repetitions) to each of the  $n$  faculty members eligible to be on the committee. In this assignment of ranks, 1 is top choice, 2 is second choice, and so on. Improperly marked ballots will not be counted. The three members with the smallest rank sum will be selected to be the CLAS members of the Advisory Committee. Ties will be resolved by a suitable revote from among those who are tied. If a person selected to be on the Advisory Committee withdraws, then the person receiving the smallest rank sum from among those not already selected will be selected to replace the person who withdrew.
- IFAS. If IFAS has in total  $n$  Associate Professors, Professors, and Distinguished Professors eligible to be on the committee, then each voting IFAS faculty member will be given a secret ballot with these  $n$  names arranged in a random order. Each voting IFAS faculty member selects the faculty member whom they would like to be the IFAS member of the Advisory Committee, and the person selected to be the IFAS member of the Advisory Committee will be the person receiving the most votes. Ties will be resolved by a suitable revote from among those who are tied. If the person selected to be on the Advisory Committee withdraws, then the person receiving the second largest number of votes will be the person selected to be the IFAS member of the Advisory Committee.

## 2.2 Merit Pay Committee

The Merit Pay Committee is an elected committee and will be comprised of four tenured faculty members (three from CLAS and one from IFAS and all at the rank of Associate Professor or higher). The term length is one year. Only the CLAS faculty can vote for the three CLAS members and only the IFAS faculty can vote for the one IFAS member. The voting procedure is exactly the same as that for the Advisory Committee (see Article 2.1 of these By-Laws) except that faculty members at any of the lecturer ranks are to be included in the voting. The Chair will announce the makeup of the committee. Every Spring semester there will be an election to form a new Merit Pay Committee. A person can be on the Merit Pay committee for at most two years in a row. A faculty member who serves on the Merit Pay Committee for two years in a row must be off of the committee for at least two years in a row before serving on the committee for another year. A former Department Chair can be on the committee only after at least two academic years have passed since she or he stepped down as Chair. Depending on the availability of merit pay, the Merit Pay Committee will meet with the Chair to plan the distribution and allocation of merit pay. This must be in accordance with the Statistics Department Merit Pay Policy (see Article 8 of these By-Laws). The four members of the Merit Pay Committee collectively make recommendations to the Chair for all faculty excluding the members of the committee (and not only for faculty members within a committee member's own unit). The Chair will also consult with the IFAS Associate Chair regarding merit pay for IFAS faculty. The four members of the Merit Pay Committee are themselves definitely eligible to receive merit pay. The awarding of merit pay for any members of the Merit Pay Committee is to be decided by the Chair.

## 2.3 Computer Oversight Committee

This committee is appointed by the Chair and will be responsible for the following tasks. (i) The committee will make decisions regarding which major pieces of software (licensed or not) will be acquired and maintained on our system, and when upgrades will be made. (ii) The committee will make decisions regarding hardware acquisition, and prioritization regarding budgets. (iii) The committee will make a prioritized list of issues the system administrator needs to deal with. Nontrivial requests for computer support should be made to the committee, and not directly to the system administrator. (iv) The committee will set rules and policies regarding use of shared resources (e.g. rules for running intensive background jobs on the Linux machines in the computer lab). (v) The committee will oversee the work of the system administrator. All important issues will be discussed by the faculty after a recommendation is made by the committee. The committee will meet regularly (with the system administrator, who will be a member ex-officio) and discuss the status of the system.

## 2.4 Undergraduate Program Committee

This committee is chaired by the Undergraduate Coordinator and has two other faculty members appointed by the Department Chair. It is responsible for reviewing and proposing changes to the undergraduate program and courses. It also advises the Undergraduate Coordinator on special issues associated with individual undergraduate students.

## 2.5 Graduate Program Committee

This committee is chaired by the Graduate Coordinator and has two other faculty members appointed by the Department Chair. It is responsible for reviewing and proposing changes to the graduate program and courses and it also advises the Graduate Coordinator on special issues associated with individual graduate students. Furthermore, the Graduate Program Committee selects each academic year two graduate students to receive a departmental award:

- (i) Mendenhall Award – this award is for the best first year student and is based on performance in the first year of masters level coursework and in the First Year Exam.
- (ii) Statistics Faculty Award – this award is for the most outstanding senior statistics Ph.D. Student. The only students eligible to receive this award for a given academic year are those statistics doctoral students who plan to graduate during the subsequent academic year (in December, May, or August). The Committee solicits nominations from the faculty for the Statistics Faculty Award. The entire UF academic records of all the nominees is taken into consideration by the Committee when deciding who will receive the Statistics Faculty Award.

In rare instances, an award can be shared among two students or an award may not be offered at all.

## 2.6 Distinguished Alumnus Award Committee

This committee is appointed by the Chair and will meet yearly and decide whether or not to select an alumnus for the award. The Committee is responsible for soliciting nominations from the faculty. Subject to sufficient departmental resources, the recipient for such an award will be invited to the Department for a short visit including the presentation of a seminar on her or his research. However, the award is not to be contingent upon such a visit taking place.

## 2.7 Peer Review of Teaching Committee

The Peer Review of Teaching Coordinator is appointed by the Chair. The Chair informs the Peer Review of Teaching Coordinator of the particular set of faculty members who are to have their teaching peer reviewed. The Peer Review of Teaching Coordinator is responsible for overseeing the peer review of teaching program and selects the set of faculty members who will serve as peer reviewers. The Peer Review of Teaching Committee is comprised of the Peer Review of Teaching Coordinator (who serves as its Chair) and the faculty members who are peer reviewers.

## 2.8 Challis Lectureship Committee. (See 15.1 below.)

## 2.9 Winter Workshop Committee. (See 15.2 below.)

## 3. Ad-Hoc Committees

Ad-hoc committees remain in effect for a limited time period and they are formed to accomplish a specific purpose. Examples of such committees can be a Search Committee, a By-Laws Committee, a Library Committee, and a Social Committee. This

listing is not intended to be all inclusive. With the exception of a By-Laws Committee (which is to be comprised of 5 elected members of the statistics faculty), the Chair appoints the members and forms such ad-hoc committees as they are needed. The charges of the ad-hoc committees listed above are as follows:

- Search Committee. (See 5. Hiring Policy below.)
- By-Laws Committee. A By-Laws Committee is charged with writing/modifying/amending the By-Laws as directed by the faculty.
- Library Committee. A Library Committee oversees the John G. Saw Statistics Library and makes recommendations to the Marston Science Library concerning book acquisitions and journal subscriptions. It is to be comprised of two faculty members and one staff member.
- Social Committee. A Social Committee plans social activities (e.g., Fall picnic) between the faculty, graduate students, and staff. It is to be comprised of two faculty members, two staff members, and two graduate students.

#### 4. Voting Policy

Ranked faculty (Assistant Professors, Associate Professors, Professors, and Distinguished Professors) from all units vote on issues related to the department, including curriculum, and departmental policies. It is our tradition, that in discussion of issues, e.g. undergraduate or graduate program issues, particular attention is paid to the concerns and opinions of the faculty who work directly with that program area. Lecturers may vote on membership of the Merit Pay Committee and on appointments to Emeritus status at any rank. Lecturers do not vote on other issues, unless they are directly involved in the area being discussed. (Questions of voting on particular issues is resolved by the Chair.) All votes are to be taken by secret ballot and the outcome of the vote (including the number of votes for each of the choices) should be announced. Absentee votes must be received by the Chair prior to the actual voting. The Chair must be informed in advance of all votes by proxy.

#### 5. Hiring Policy

For all open faculty positions, the hiring process commences with the Chair appointing a Search Committee and its chair. The Search Committee will be responsible for advertising the position, screening the applicants, arranging the interview, and making recommendations to the faculty. Ranked faculty (Assistant, Associate, Full Professors, and Distinguished Professors) from all units vote on hiring for a ranked faculty position, regardless of the unit into which the faculty member is to be hired. Lecturers are included in votes for the hiring of persons at or below their own rank. In discussion of candidates, it is our tradition that particular attention be paid to the concerns and opinions of the faculty in the unit into which the person is to be hired. Anyone voting against a candidate should be willing to give an indication of the reasoning behind her or his negative vote. Discussion of candidates is confidential.

**Approbation Vote:** To achieve approbation (official approval), a candidate must receive a positive vote by at least two thirds of the faculty in the unit in which the person is to be hired and a positive vote by at least two thirds of the whole faculty. A positive vote on approbation indicates that the voter would favor hiring the person into the designated position, if that person were the only candidate.

**Ranking of Candidates Achieving Approbation:** If  $n$  candidates achieve approbation where  $n$  is 2 or larger, then each voting member ranks the  $n$  candidates from

1 (top choice) to  $n$  (last choice). The initial offer will go to the candidate having the lowest sum of her/his ranks. If the person declines the offer, we will make the offer to the candidate having the second lowest sum of ranks if permitted by the appropriate dean, and so on.

## 6. Promotions

The promotion criteria below are consistent with the promotion criteria and guidelines established by the College of Liberal Arts and Sciences and the College of Agriculture and Life Sciences.

### 6.1 Criteria for Promotion from Assistant to Associate Professor in the Department of Statistics, University of Florida

The criteria for recommendation of promotion to Associate Professor by the Department of Statistics at the University of Florida is excellence in a scholarly program consistent with the assigned duties of the individual faculty member.

All faculty are expected to have an established and well-defined research program in the statistical sciences in basic, methodological, and/or applied topics. This program must include scholarly publications in statistics. Assistant professors are strongly encouraged to develop a serious applications component to their research if such a component would be compatible with her/his area of statistical research. The research should have begun to achieve impact and recognition by statisticians external to the University. It should demonstrate the capability and promise of eventual promotion to the level of Professor. The faculty member's statistical research program will be evaluated relative to the amount of research time assigned the individual.

Those with regular teaching duties are expected to exhibit excellence in the preparation and presentation of course materials in statistics.

Those with regular collaborative duties are expected to exhibit excellence in joint research projects with scientists in other disciplines, including papers published from those projects and, where appropriate, continued grant funding.

Some service activity within the department is expected, consistent with the person's assignments.

### Third Year Review

The purpose of the Third Year Review is to provide structured and constructive information in order to assist Assistant Professors in meeting departmental, college, and university criteria for tenure and promotion. This review is normally done near the end of the candidate's third year at UF. It should be designed to provide the faculty member with constructive comments to help the faculty member strengthen the eventual tenure/promotion packet and to provide the faculty member with an assessment of how her/his work is perceived by members of the department at or above the rank of Associate Professor. The candidate should prepare a dossier of materials for review by the senior faculty. This dossier should include (but not be limited to) the following materials:

- a recent curriculum vita
- copies of the candidate's published and/or accepted articles
- summary of student evaluation of teaching scores
- peer review of teaching reports
- copies of the candidate's annual evaluation letters prepared by the Chair.

This dossier will be reviewed by the senior faculty who will then hold a meeting to discuss the candidate's progress towards tenure and promotion. The Chair will then meet with the candidate and convey to her or him the assessment of the candidate by the senior faculty. The Chair will offer specific recommendations of what should be done to strengthen the case for tenure and promotion. The Chair should present the candidate with a written letter summarizing the assessment of the candidate by the senior faculty. In making recommendations, the Chair and the senior faculty are by no means whatsoever entering into a contractual relationship with the candidate certifying that if these recommendations are fulfilled, then the candidate is assured of tenure or promotion. Rather, they are recognizing in good faith their responsibility to support and provide information to the candidate several years prior to the formal tenure/promotion review. The Chair's letter will not become a component of an eventual tenure/promotion packet.

## 6.2 Criteria for Promotion from Associate Professor to Professor in the Department of Statistics, University of Florida

The criteria for recommendation of promotion to Professor by the Department of Statistics at the University of Florida is a sustained scholarly program of excellence consistent with the assigned duties of the individual faculty member.

All faculty are expected to have an established and well-defined research program in the statistical sciences in basic, methodological, and/or applied topics. This program must include a sustained program of scholarly publications in statistics. Associate professors are strongly encouraged to develop a serious applications component to their research if such a component would be compatible with her/his area of statistical research. The research should have achieved impact and recognition by statisticians external to the University. The faculty member must have developed a national or international reputation in her or his research area. The faculty member's statistical research program will be evaluated relative to the amount of research time assigned to the individual. Efforts to obtain external funding for the faculty member's research are strongly encouraged.

Those with regular teaching duties are expected to exhibit sustained excellence in the preparation and presentation of course materials in statistics. They must also exhibit leadership in a curriculum area within the department's program. Faculty are expected to be involved in the direction of PhD dissertations.

Those with regular collaborative duties are expected to exhibit sustained excellence in joint research projects with scientists in other disciplines, including a substantial number of papers published from those projects and a continued program of grant acquisition, where appropriate.

Faculty must have exhibited leadership in some aspect of the department's program and have a good record of service to the University or profession.

## 6.3 Criteria for Promotion from Professor to Distinguished Professor in the Department of Statistics, University of Florida

The criteria for this promotion differ substantially from that of all other types of promotions; the criteria are carefully spelled out in material which may be obtained from the College of Liberal Arts and Sciences or the College of Agriculture and Life Sciences.

## 6.4 Criteria for Promotion from Lecturer to Senior Lecturer in the Department of Statistics, University of Florida

Candidates for promotion to Senior Lecturer are expected to exhibit excellence in the preparation and presentation of course materials in statistics. There must be evidence of consistent meritorious achievements in teaching, advising, and in other assigned administrative or service activities. Both student evaluations and peer reviews of teaching should be superior. Candidates are expected to be involved in improving the department's academic program through course and curriculum development.

#### 6.5 Criteria for Promotion from Senior Lecturer to Master Lecturer in the Department of Statistics, University of Florida

For promotion to Master Lecturer, in addition to the above criteria for promotion to Senior Lecturer having easily been met, there should be strong evidence of numerous superior achievements of an educational nature. Examples of such types of achievements include, but are not limited to:

- (i) Development of innovative teaching techniques in Statistics
- (ii) Development or effective use of innovative technology in the classroom
- (iii) Receipt of teaching awards
- (iv) Excellent Service to the Department on committees, service boards, task forces, and discussion panels that advance the goals of the Department
- (v) Excellent Service on University wide committees, service boards, task forces, panels, or educational discussions
- (vi) Actively participating at the national level in statistical education discussions, committees, workshops, or panels
- (vii) Development of Innovative Statistical Education Outreach Programs that advance public awareness of Statistics and the Department
- (viii) Effective mentoring of graduate student protégés teaching their own courses. Mentoring would include such tasks as teaching suggestions, review, and constructive comments on the protégés prepared course materials.

#### 7. Mentoring

The mentoring process can play a key role in promoting the success of junior faculty, and effective mentoring is a high priority of the Department. The Department endorses the following four principles regarding mentoring.

- (i) Mentors for junior faculty should be identified as early as possible and ideally during the hiring process. Mentors are appointed by the Chair.
- (ii) Mentors should meet regularly with their protégé.
- (iii) The mentor should look over and possibly offer suggestions on papers prior to their submission for publication by the protégé.
- (iv) Mentors should advise their protégés on the preparation of annual evaluation materials and on the preparation of tenure/promotion packets; mentors should review these materials and offer constructive comments prior to their submission if requested by their protégé.

#### 8. Merit Pay Policy, Criteria and Methods of Evaluation

Criteria: Faculty members in the Statistics Department perform an extremely large variety of duties. These include the teaching of large undergraduate and graduate programs for statistics majors and nonmajors at both the undergraduate and graduate levels, research in statistical theory and methodology, collaborative research in various

scientific disciplines, consulting on research projects for various members of the academic community, and university and professional service.

Merit pay, when available, is distributed to reward outstanding performance of these duties. It is not designed to correct salary inequities, which are handled at the discretion of the Chair. The Chair should request additional allocations from the appropriate dean(s) to rectify those problems.

Accomplishments in the following areas over recent years should be considered by the Chair and the Merit Pay Committee in awarding merit pay.

#### I. Teaching

Students' course evaluations

Peer Review of Teaching Reports

Development of new courses

Prizes or awards for teaching

Development of new material/methods in established courses such as web sites, course packets, etc.

#### II. Research

Papers published in or accepted by refereed journals

Research monographs and advanced textbooks

Grants and contracts obtained

Prizes or awards for papers published or presented

Papers submitted

Research proposals submitted

Citations within graduate texts

Doctoral committee chair

Development of expertise in a new area

Development of new research skills

Invited talks at professional meetings

Other publications (book reviews, non-refereed articles, encyclopedia articles, books)

Citations in journals

Departmental seminars

Contributed papers at professional meetings

#### III. Service

Departmental committees

University committees

Professional committees

Editor, associate editor duties

Refereeing

Awards or recognition of contributions to profession (e.g. fellow of ASA or IMS).

Membership on doctoral committees

Seminars, short courses, and talks outside the department

Non-budgeted consulting

Other non-budgeted (e.g., summer) activities

Service to public school education

Grant reviews

#### IV. Consulting and Collaborative Research

Evaluations from clients and collaborators  
Joint publications in journals  
Consulting reports  
List of consulting and collaborative research activities (list clients, special projects)  
Contracts and grants

Methods of Evaluation:

At the end of the academic year, and also each calendar year for IFAS faculty, each faculty member must submit an Activity Report and an updated Curriculum Vita to the department Chair. This report should contain information on teaching, research, service, and consulting, as applicable, giving special attention to the items listed above as criteria for merit pay. In determining merit pay, the Chair and the Merit Pay Committee should use the Activity Reports and updated Curriculum Vitae (as well as other available information such as evaluations made by the faculty at annual evaluation and tenure/promotion meetings) over recent years rather than over only the current academic or calendar year.

9. Joint Faculty Appointments

In special circumstances, a faculty member's academic appointment can be shared between the Statistics Department and another department, not necessarily in the same college and not necessarily in equal proportions. Each department provides the faculty member's remuneration according to the appointment proportion which reflects assigned responsibilities. A faculty member on a joint appointment shall have full voting rights in the Statistics Department in accordance with her or his rank and/or tenure status.

10. Affiliate Faculty

Since the field of statistics is to a large degree interdisciplinary in character, the Department of Statistics welcomes to our faculty scientists from other departments at the University of Florida as Affiliate Faculty members who have both strong interest and expertise in one or more areas of statistics. A candidate for Affiliate Faculty status must (i) have a well-documented record of prior involvement with the Statistics Department, (ii) give a departmental seminar on a statistical research topic of her or his choosing, and (iii) receive a 2/3 majority vote by the voting members of the Statistics Department to be granted Affiliate Faculty Status. An Affiliate Faculty member is expected to participate in the graduate program on a regular basis, and to have a program of research in statistical theory, methodology, or applications. These activities in the Statistics Department should be compatible with the responsibilities assigned by the Affiliate Faculty member's home department and are expected to include some of the following:

Teaching graduate courses at the 6000 or 7000 levels  
Serving on Masters and PhD committees  
Directing Masters theses or co-directing PhD theses  
Publication in refereed statistics journals  
Supporting research through grant funding.

The viewpoints of affiliate Faculty members on academic matters are welcome and valued but such members of the department are not permitted to participate in any departmental vote.

Affiliate faculty status will be reviewed by the Statistics Department regularly and such appointments may be terminated at any time, by a simple majority vote of the faculty.

#### 11. Courtesy Faculty

An individual who is not an employee of the University of Florida and who

- (i) has expertise in the field of statistics,
- (ii) is a strong expounder of the mission of the Department of Statistics, and
- (iii) has been involved with the Department of Statistics through substantial educational, research, or financial contributions

can be appointed as a Courtesy Faculty member.

The viewpoints of Courtesy Faculty members on academic matters are welcome and valued but such members of the department are not permitted to participate in any departmental vote.

A candidate for Courtesy Faculty must give a departmental seminar and receive a 2/3 majority vote by the voting members of the Statistics Department to be granted Courtesy Faculty status. Courtesy Faculty status will be reviewed by the Statistics Department regularly and such appointments can be terminated at anytime, by a simple majority vote of the faculty.

#### 12. Graduate Faculty Status

Faculty members of the Statistics Department [Regular (Voting) as well as Affiliate and Courtesy] holding a doctorate in their field can be considered for Graduate Faculty Status in the Department of Statistics. The final decision is made by the Graduate School. Academic departments only can issue a recommendation to the Graduate School. A candidate for Graduate Faculty Status must receive a 2/3 majority vote by the voting members of the Statistics Department holding Graduate Faculty Status to be recommended to the Graduate School for Graduate Faculty Status.

A Regular (Voting) Statistics faculty member at the rank of (assistant, associate, full, or distinguished) professor who is approved for Graduate Faculty Status may:

- a. serve on masters or Ph.D. committees in the Statistics Department as well as other departments if selected
- b. direct masters theses in the Statistics Department
- c. chair a Ph.D. committee in the Statistics Department

A Regular (Voting) Statistics faculty member at the rank of lecturer (including senior or master lecturer) who is approved for Graduate Faculty Status may:

- a. serve on masters committees in the Statistics Department and masters or PhD committees in other departments if selected

An Affiliate or Courtesy Statistics faculty member who is approved for Graduate Faculty Status may:

- a. serve on masters or Ph.D. Committees in the Statistics Department
- b. direct masters theses in the Statistics Department
- c. co-chair a Ph.D. Committee in the Statistics Department along with a regular Statistics Department faculty member holding Graduate Faculty Status

The Graduate Faculty Status of all Statistics Department faculty (Regular, Affiliate, and Courtesy) will be reviewed regularly by the voting members of the Statistics Department holding Graduate Faculty Status and the faculty member's Graduate Faculty Status may be terminated at any time by a simple majority vote.

### 13. Visiting Faculty

The Department is fortunate enough to have from time to time faculty members from other universities visiting our Department for a one or two year period. Such faculty are termed Visiting Faculty members and they participate in the teaching and research missions of the Department. Visiting Faculty members are highly valued members of the Department in that they contribute a fresh perspective and new ideas on numerous academic/research matters. The viewpoints of Visiting Faculty members on academic matters are welcome and valued but such members of the department are not permitted to participate in any departmental vote. Visiting faculty appointments may be made at the discretion of the Chair without having an official vote of the faculty. Nevertheless, it is expected that there will be some discussion with some of the faculty prior to the offering of any visiting position.

### 14. Retired Faculty

Retired faculty represent an important and valuable extension of the Department and are strongly encouraged to involve themselves with departmental matters and share their expertise as nonvoting participants. Arrangements should be made to make them feel very welcome and connected to the Department. This can be accomplished by providing, for example, office space for their exclusive use (if available), a computer account, secretarial help (if available) for academic activities, and setting up of a web page listing their areas of research, years of service at UF, and any other pertinent information. Retired faculty that distinguish themselves in methodological or theoretical research, teaching, or service to the Department or profession during their retirement should be suitably recognized.

Faculty members retiring from the Department can request to be considered for Emeritus status. To be considered for this status, the faculty member must be retiring at the rank of Lecturer, Senior Lecturer, Master Lecturer, Assistant Professor, Associate Professor, Professor, or Distinguished Professor and have spent at least 10 years on the Statistics Department faculty of the University of Florida. Depending on the faculty member's assigned responsibilities, the individual must have demonstrated excellence throughout her or his career in at least two of the following areas:

- (i) Teaching or Consulting (according to the candidate's primary responsibilities)
- (ii) Service to the Department, University, or statistical profession
- (iii) Statistical Research.

All faculty at the rank of Lecturer or above are eligible to vote and the candidate must receive a majority approval (out of those eligible to vote) to be recommended for Emeritus status.

### 15. Challis Lectureship and Winter Workshop

#### 15.1 Challis Lectureship

The generous financial contribution of the Challis Foundation has enabled the Department to invite each year a distinguished scholar to visit the Department for several days and deliver two lectures (the Challis Lectures). Typically, this occurs during Fall

Semester, usually in November or early December. The chosen individual is selected by departmental vote from among a group of candidates nominated by the faculty. A committee composed of several faculty members is chosen by the Chair to organize the visit and advertise the Challis Lectures to the wider University community. The Challis Fund can also be used to support faculty travel.

#### 15.2 Winter Workshop

Every January shortly after the beginning of Spring Semester, the Department hosts a mini conference, the so-called Winter Workshop. The Winter Workshop concerns a particular theme or area of statistics. Research workers active in that area of statistics are invited to participate in the workshop and give a talk or present a poster on their work. Typically the Winter Workshop goes from a Thursday evening to a Saturday evening. The chosen theme or area of the Winter Workshop is determined by departmental vote from among a group of themes/areas suggested by the faculty. A committee composed of several faculty members having expertise/interest in the particular theme or area of the Winter Workshop is chosen by the Chair to organize it.

#### 16. Modifications/Amendments to the By-Laws

These By-Laws can be modified or amended by a vote of at least two-thirds of the eligible faculty members.