

January 28, 2002

TO: JANE-LING WANG, Chair
Graduate program in Statistics

FROM: JOHN LABAVITCH, Chair *John M. Labavitch*
Graduate Council

SUBJECT: **Graduate program in Statistics, revised administrative structure and bylaws**

Dear Prof. Wang,

Whenever possible, Graduate Council wishes to provide assistance to graduate programs rather than to cause problems and waste time. As indicated in the attached memo, Council has approved the revisions to your program's bylaws. In a subsequent reading of them, however, we have identified a few concerns that you may wish to address. If you do, then please send the revisions to Council. If you choose to wait, we ask that you consider the comments below. When your bylaws are submitted for review at the time of your next program review Council may require some adjustments along the lines indicated.

1. In several places the quorum is described as "50%+1". This is based on Council's mistake in describing the quorum and has recently been adjusted to 50+% (>50%). The problem is in interpreting the meaning of a half person when there is an odd number in the group or voting on an issue.
2. Under Article III, part 2, the Chair can nominate candidates if there is a relative shortage. This means that Chair-nominated candidates need only a nomination from one member to be eligible to run and appears to make the chair more important in the nominating process than other members. The bylaws should also provide a mechanism for determining candidates' willingness to run/serve prior to the election so that the Chair is not required to exercise her/his nominating power at the last minute.
3. Under Article III, part 3.c, committees for Ph.D. orals and dissertations are to be approved by the Chair of Graduate Council, not the Dean of Graduate Studies.
4. Under Article V, you have described a more stringent quorum requirement than is required by Council. That is okay. You may wish to remind yourselves someplace in the bylaws that all changes approved by the program's faculty must be submitted for final approval to Graduate Council.

GRADUATE PROGRAM IN STATISTICS BY-LAWS

December 18, 2001

Article I. Objective

The Graduate Program in Statistics ("Program") is organized to establish and administer a graduate program of instruction and research leading to graduate degrees in statistics in conformance with the regulations of Graduate Studies of the University of California, Davis.

Article II. Membership

Membership in the program will consist of faculty of the Davis Campus who are qualified to guide candidates, individually or jointly, for the M.S. and Ph.D. degrees in Statistics, and who are willing to participate in the administration of the Program. Membership is based on disciplinary expertise, and is independent of specific department appointment and of Academic Senate membership.

Applications for membership are submitted to the Membership Committee for review. The Membership Committee is a standing committee appointed by the Executive Committee as described in Article III, item (3) below. If approved by the Membership Committee, the application and supporting materials shall be submitted to a vote of the entire membership. The application is approved if a minimum of 50%+1 of the members who actually vote support the application, and the quorum is 50%+0.5 of the non-emeritus faculty who are eligible to vote, in accordance with the Bylaws Quorum Policy Statement of Graduate Council.

In order to retain membership in the Program, each member of the program shall be required to be actively involved in research in statistics, commensurate with the expectations of the University of California. In addition, members are required to do at least one of the following during any three year period: Participate in graduate-level instruction; participate actively as a member of a standing committee of the Program, as an administrative officer, or as graduate adviser; serve on dissertation committees, qualifying exam committees or Master's oral committees.

The Membership Committee will conduct reviews of membership on a three- year cycle with one third of the membership reviewed in each year. If the above criteria are not met, the Membership Committee may recommend discontinuation of membership. Upon recommendation of discontinuation of membership by the Membership Committee, the membership may be discontinued if a minimum of 50%+1 of those Program members who actually vote approve this recommendation . The quorum is 50% +0.5 of the non-emeritus faculty who are eligible to vote, in accordance with the Bylaws Quorum Policy

Statement of Graduate Council. Reapplication of a discontinued member will be handled in the same manner as a new membership application.

Article III. Organization and Administration of the Program

(1) The home of this Program is the Department of Statistics, and the Chair of the Department of Statistics shall be the Program Chair. The overall responsibility for the Program rests with the Program Chair. The Department of Statistics, which includes the Statistical Laboratory, is housed in the Division of Mathematical and Physical Sciences.

(2) The administration of the Program and its activities will be vested in an Executive Committee. The Executive Committee, chaired by the Program Chair, will consist of three elected members and the chairs of the standing committees as voting ex-officio members. The elected members of the Executive Committee will serve a two-year term, with the possibility to serve an additional two-year term if re-elected. Election of members of the Executive Committee will be by vote of the entire membership and will be held in Spring Quarter each year. Any member may nominate at most three candidates, and at least three nominations from Program members are required for a candidate to stand for election. The chair of the Executive Committee will add additional names to ensure that the number of candidates on the ballot exceeds the number of vacancies on the Executive Committee.

(3) The Executive Committee administers the Program and appoints standing and ad hoc committees as deemed necessary to properly oversee the activities of the Program. The Program Chair appoints the chairs of these committees, subject to approval of the Executive Committee.

(4) Standing committees include Admissions; Educational Policy and Curriculum; Graduate Advising; Membership; and Recruitment and Outreach. Each committee consists of at least three members.

(a) The Admissions Committee will handle the admission of graduate students to the Program and financial aid.

(b) The Educational Policy and Curriculum Committee, which will include non-voting student representatives, shall monitor the program and propose curricular changes for consideration by the faculty of the Program. It will also have responsibility for determining the requirements for the M.S. and Ph.D. degrees in Statistics.

(c) The Graduate Advising Committee will be composed of graduate advisors. The Executive Committee nominates the graduate advisors and then forwards the nominations to Graduate Council for appointment. The number of graduate advisors is typically five, or as set forth by Graduate Council. The Graduate Advisors share the advising workload. The committee chair will make recommendations regarding membership on Master's oral

examinations, Ph.D. oral qualifying examinations and Ph.D. dissertation committees to the Dean of Graduate Studies, after consulting with the student.

(d) The Membership Committee will handle the functions as described in Article II.

(e) The Recruitment and Outreach Committee will be charged with pre- and post-admission recruitment activities. The committee will develop appropriate publicity for the Program by using print and electronic media, and will oversee the web site for the Graduate Program in Statistics.

Article IV. Meetings

The Program Chair shall call meetings of the Program faculty as deemed necessary or desirable by the Executive Committee or the Program Chair, at least once per year. The passage of modifications of graduate program policy requires a minimum of 50%+1 of the members who actually vote, and the quorum is 50% +0.5 of the non-emeritus faculty who are eligible to vote, in accordance with the Bylaws Quorum Policy Statement of Graduate Council. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date. Voting may be conducted by e-mail ballot.

Article V. Amendments

These By-Laws may be amended if the amendment is supported by at least two-thirds of the entire non-emeritus faculty who are eligible to vote.

Article VI. Initial Membership

All members of the current Graduate Group in Statistics, who apply in writing for Program membership and who satisfy the criteria for membership as outlined in Article II, will constitute the initial membership of the Program. To determine that the criteria for membership are satisfied shall be the responsibility of the current Executive Committee of the Graduate Group in Statistics.