

# **Constitution**

## **Department of Statistics, Operations, and Management Science**

### **The University of Tennessee**

The purposes of this constitution are to establish overall organization of the Department and to provide for the cooperation, advice and consent of the Departmental Faculty in the conduct of the Department's affairs, all within the general framework of the organization and regulations of the College of Business Administration and the University of Tennessee.

#### **I. Faculty Membership in the Department**

Membership of the faculty of the Department of Statistics shall consist of all persons holding Departmental appointments as Lecturers, Instructors, Assistant Professors, Associate Professors, and Professors. Voting membership of the Department shall consist of all those faculty members who have been appointed to tenure or tenure-track positions in the Department. This includes persons on joint appointments with the Department of Statistics and some other research, administrative, or teaching department, bureau, or office within the University. All such persons shall enjoy full voting membership in the Department. Faculty members appointed to nontenure-track positions in the Department shall be regarded as non-voting members of the Departmental faculty. However, such faculty may become permanent voting members upon the approval by secret ballot of three-fourths or more of the voting membership. Faculty members who are on full- or part-time leaves of absence (or reduced-time) shall enjoy the voting status that would be available to them were they not on leave.

#### **II. Departmental Meetings**

A. Departmental meetings shall be held at least once per quarter/semester during the academic year. Additional meetings may be called by the Department Head or at the written request of twenty-five percent of the faculty. One-half the voting membership of the faculty shall constitute a quorum. A simple majority of those present and those sending proxy votes and/or absentee ballots shall decide an issue. Proxies' specific to particular items on the agenda may be given by one faculty member to any other voting member. In all matters, the Department Head's presence, vote, and proxy shall be counted on par with any other voting member.

B. The Department Head, or his/her designate, shall serve as chairman of Departmental meetings. Meetings shall be conducted in accordance with Robert's Rules of Order. Minutes of the meeting and

reports submitted to the faculty shall be kept and made available to the faculty.

C. The initial agenda for regular Departmental meetings shall be prepared by the Department Head and distributed in writing to the faculty at least five calendar days prior to the meeting. Additional items may be suggested by individual faculty and, at the discretion of the Department Head, be added to the agenda. Alternately, items may be placed on the agenda by written petition of twenty-five percent of the voting faculty. All additions to the Head's initial agenda must occur at least three days prior to the meeting.

D. If, during the meeting, a matter not on the agenda evolves into a formal motion, that motion must be tabled until the next meeting if so requested by any voting member. If no such request is made and a vote is taken, that vote is binding only if more than one half of all eligible voters, including those not present at the meeting, vote in favor of the motion.

### **III. Departmental Committees**

There shall be three types of departmental committees:

- A. Promotion and tenure committees
- B. Standing committees
- C. Ad-hoc committees

#### **A. Promotion and Tenure Committees**

##### **1. Committee on Promotion to Rank of Associate Professor.**

(a) This committee shall consist of all Professors and Associate Professors who hold tenure in the Department of Statistics. Its purpose shall be to make recommendations to the Department Head with regard to candidates for promotions to the rank of Associate Professor.

(b) The Department Head shall preside at meetings of the full committee and shall be responsible for calling meetings of the committee. The time and place of meetings shall be made known to committee members seven calendar days in advance.

(c) Subcommittees shall be constituted to consider in depth the teaching, research, and public and institutional service effectiveness of individual candidates and to render a report to the committee as a whole. Such subcommittees and their membership shall be established by procedures acceptable to at least a majority of the full committee.

(d) Two-thirds of the committee membership being in attendance shall constitute a quorum for conducting business. Issues shall be decided by a simple majority of votes cast. Voting shall be by secret ballot, with votes to be counted independently by two committee members designated by the presiding officer. Absentee ballots shall be allowed if the absentee voter is willing to relinquish any claim to anonymity vis-à-vis the two committee members counting the votes. An absentee ballot carrying the signature of the absentee voter must be delivered in writing to each of the two committee members discharging this responsibility. There shall be, however, no further disclosure of the nature of the vote.

(e) In unusual circumstances, operational procedures may be altered by two-thirds vote of the committee membership.

## **2. Committee on Promotion to Rank of Professor**

This committee shall consist of all Professors who hold tenure in the Department of Statistics. Its purpose shall be to make recommendations to the Department Head with regard to candidates for promotion to the rank of Professor. Operational rules for the committee shall be equivalent to those of the Committee on Promotion to Rank of Associate Professor.

## **3. Tenure Committee.**

This committee shall consist of all tenured members of the Departmental faculty. Its purpose shall be to make tenure recommendations to the Department Head in situations in which tenure decisions must be made separate and apart from promotion recommendations and decisions. The operational rules for this committee shall be equivalent to those of the Committee on Promotion to Rank of Associate Professor.

## **4. Committee on Hiring Tenure-Track Faculty**

This Committee shall consist of all tenure and tenure-track voting members of the Department. Its purpose shall be make final recommendations to the Department Head with regard to candidates joining the faculty in a tenure track position. Operational rules for the Committee shall be equivalent to those of the Committee on Promotion to the Rank of Associate Professor.

## **B. Standing Committees**

At the beginning of each academic year, the Department Head is responsible for appointing the chair and membership of each of the following standing committees: Undergraduate Studies, Graduate Studies, Curriculum, and Faculty Affairs. Other standing committees may be formed at the discretion of the Head.

Within ninety days of its creation (or within ninety days of the adoption of this Constitution) each standing committee is required to submit to the entire voting faculty a written statement concerning its scope of responsibilities. Approval of the statement shall require a majority vote of the faculty and the statement will then be attached to the minutes of the meeting. If a committee's scope of responsibility changes at some later date, a new statement must be submitted and approved in the same manner.

Standing committees have the right and the responsibility to make motions to the faculty. Such motions do not require a second.

### **C. Ad-Hoc Committees**

Various ad hoc committees may be constituted, under the appointment and direction of the Department Head, to deal with particular matters as they occur.

## **IV. Ratification and Amendment of This Constitution.**

Ratification of this constitution may be accomplished by majority vote of the Departmental Faculty. Subsequent to ratification, it may be amended by two-thirds majority vote of the voting faculty as defined herein.

\* Passed by unanimous vote of the faculty, February 20, 1986.