

Departmental By-laws

Department of Statistics - University of Washington

These by-laws address departmental organization and governance. They supplement the [UW Faculty Code](#). In case of conflict, the Faculty Code takes precedence.

Departmental Administration

The department has three administrative positions held by faculty members, in addition to the Chair: Ph.D. Graduate Program Coordinator, M.S. Graduate Program Coordinator, and Undergraduate Program Coordinator. Each is appointed by the Chair. The Ph.D. Graduate Program Coordinator is the Chair of the Graduate Committee, and the Undergraduate Program Coordinator is the Chair of the Undergraduate Committee.

Meetings of the Department

Meetings of the department will typically be held at least once a month during the regular academic year. Further meetings may be called by the Chair of the department.

The department Chair is also the Chair of the meetings of the department.

Committees

The following are the standing committees of the department:

1. Appointments Committee
2. Consulting Committee
3. Diversity, Inclusion, Community and Equity Committee
4. Executive Committee
5. Graduate Committee
6. M.S. Admissions Committee
7. M.S. Exam Committee
8. Ph.D. Admissions Committee
9. Prelim Exam Committee
10. Undergraduate Committee

Ad hoc committees may be established by vote of the department or by the Chair.

The Chair and members of each committee are appointed by the department Chair, except as noted elsewhere in these by-laws. All professorial track faculty (tenured/tenure-track, teaching, research and WOT faculty) are eligible to serve on all departmental committees, unless noted otherwise by these by-laws.

Jurisdiction and Procedure for Committees

Appointments Committee

The Appointments Committee is charged with preparing recommendations for departmental faculty appointments for discussion and action by the department, in accordance with the Faculty Code.

The Appointments Committee typically includes five to six appointed faculty members.

Consulting Committee

The Consulting Committee is charged with approving and evaluating the Applied Data Analysis Projects (ADAPs) for the Ph.D. students and with evaluating waiver requests for the Consulting and ADAP Ph.D. program requirements.

The Consulting Committee typically consists of two to three appointed faculty members, usually including an instructor for the Statistics Consulting course.

Diversity, Inclusion, Community and Equity Committee

The Diversity, Inclusion, Community and Equity Committee advises the department on the development and implementation of strategic planning pertaining to all areas of departmental diversity, inclusion, community and equity, such as best practices for creating and sustaining diversity in faculty hiring, promotion, and retention; graduate student recruitment and retention; undergraduate and graduate curriculum development; and participation in College and University-wide diversity planning.

The Diversity, Inclusion, Community and Equity Committee typically includes three appointed faculty members, the Ph.D. and M.S. Graduate Student Representatives, and a member of departmental staff.

Executive Committee

The Executive Committee prepares information, provides advice to the Department Chair, and makes recommendations on departmental policy.

The Executive Committee typically includes the department Chair, who serves as an *ex-officio* member and as committee Chair, and three appointed members.

Graduate Committee

The purposes of the Graduate Committee include:

- Advise the Graduate Program Coordinators on various curricular, programmatic, and administrative matters related to the graduate programs in which the department participates.
- Facilitate the coordination of activities related to graduate education.
- Discuss and document suggested curricular changes for faculty consideration and approval.

The Graduate Committee typically includes the following *ex-officio* members: the Ph.D. Graduate Program Coordinator (who serves as Chair), the M.S. Graduate Program coordinator, the Ph.D. Admissions Committee Chair, the Chair of the Consulting Committee, and the Ph.D. Graduate Student Representative(s). The Department Chair serves as *ex-officio*, non-voting member of the committee.

M.S. Admissions Committee

The M.S. Admissions Committee is charged with defining the admission criteria and policies for the admission of students into the full-time and part-time M.S. programs, and of recommending to the M.S. Graduate Program Coordinator the list of M.S. students admitted and waitlisted. The M.S. Admissions Committee is also charged with admitting students to the Graduate Matriculated program.

The M.S. Admissions Committee typically includes three appointed members.

M.S. Theory Exam Committee

The M.S. Theory Exam Committee is charged with designing, grading, and leading the discussion of outcomes for the annual M.S. Theory Exam in late Spring / early Summer. The M.S. Theory Exam is jointly administered by the Statistics and Biostatistics departments.

The M.S. Theory Exam Committee typically includes four faculty members, two appointed by the Department of Statistics, and two appointed by the Department of Biostatistics. The responsibility for Chairing the committee rotates annually between the two departments.

Ph.D. Admissions Committee

The Ph.D. Admissions Committee is charged with defining the admission criteria and policies for the admission of students into the Ph.D. program, and of recommending to the Ph.D. Graduate Program Coordinator the list of Ph.D. students admitted and waitlisted.

The Ph.D. Admissions Committee typically includes six to seven appointed members plus the Ph.D. Graduate Program Coordinator, who serves as an *ex-officio* member.

Prelim Exam Committee

The Prelim Exam Committee is charged with evaluating the reports and presentations from the students taking the Prelim Exam in late Spring / early Summer.

The Prelim Exam Committee typically includes four to six appointed members.

Undergraduate Committee

The purposes of the Undergraduate Committee include:

- Advise the Undergraduate Program Coordinator on various curricular, programmatic, and administrative matters related to the undergraduate programs in which the department participates.
- Facilitate the coordination of activities related to undergraduate education.
- Discuss and document suggested curricular changes for faculty consideration and approval.

The Undergraduate Committee typically includes two to three appointed members and two *ex-officio* members, the Undergraduate Program Coordinator (its Chair) and the department Chair (as a non-voting member).

Graduate Student Representatives

The Graduate Student Representatives (GSRs) are graduate students that serve as liaison between the department's graduate students and faculty. The functions of the GSRs are to serve on the Graduate Program Committee is to inform the graduate students of committee activities. GSRs participate in all discussions of the Graduate Program Committee except those that may affect the GSRs' own status (such as the consideration of fellowships or other awards). GSRs are also expected to participate in department meetings and inform graduate students of the deliberations. The GSRs are elected by the graduate students once a year.

Procedure for Amending the By-Laws

An amendment to these by-laws must be voted upon by the Executive Committee, with at least two thirds of the committee members voting to approve. Following the committee's approval, the amendment must be approved by a quorum majority of the voting faculty of

the department, as specified in Section 23-46 of the UW Faculty Code, upon which it is incorporated into the by-laws.

Approved through electronic vote on May 23, 2024