

**BYLAWS OF THE DEPARTMENT  
OF MANAGEMENT SCIENCE AND STATISTICS**

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# **BYLAWS OF THE DEPARTMENT OF MANAGEMENT SCIENCE AND STATISTICS**

## **PROLOGUE**

Management Science and Statistics faculty participation in the governance activities at the University shall be consistent with the Rules and Regulations of the Board of Regents of The University of Texas System (RULES). Rule No. 40101, Section 2 of the RULES states that the institutional faculties shall have a major role in following areas:

- General academic policies and welfare.
- Student life and activities.
- Requirements of admission and graduation.
- Honors and scholastic performance.
- Approval of candidates for degrees.
- Faculty rules of procedure.

These Bylaws of the Department of Management Science and Statistics draw upon these RULES for authority in providing for faculty involvement in the governance of the Department.

## **ARTICLE I**

### **Department of Management Science and Statistics Faculty Forum (DMSSFF)**

#### **A. Responsibilities and Privileges**

The DMSSFF shall provide oversight for Department activities relating to the activities attributed to the faculty by Rule 40101. It shall receive, hear, approve, and forward academic policy recommendations of the committees of the Department to appropriate governing bodies. The DMSSFF shall also hear reports from department faculty senators, graduate council members, and other department representatives regarding university-wide academic affairs. In addition, the Faculty Forum shall provide guidance and assistance on the following matters:

- Developing departmental educational policies and enacting rules and regulations to promote or enforce such policies.
- Developing curricula and new courses of study.
- Governing the department, including primary responsibility for course content and materials, degree requirements, and curriculum.
- Participating in decisions relating to the general academic operations of the department.

## B. Membership

All faculty members in the Department of Management Science and Statistics shall be members of the Faculty Forum, including faculty with visiting and part-time appointments.

1. Voting Members of the Faculty Forum include those faculty members holding the rank of:
  - Professor (50 percent appointment or greater)
  - Associate Professor (50 percent appointment or greater)
  - Assistant Professor (50 percent appointment or greater)
  - Full-time Instructor (with four or more semesters of service at UTSA)
  - Full-time Senior Lecturer (with four or more semesters of service at UTSA)
  - Full-time Lecturer (with four or more semesters of service at UTSA)
  - A retired assistant, associate, or full professor during the semester he or she is serving on a 50 percent part-time basis
2. Non-voting members of the Faculty Forum include:
  - Persons serving under acting or visiting appointments
  - Persons serving under research appointments
  - Persons of emeritus status unless serving on a part-time basis
  - Persons serving under adjunct appointments

## C. Officers

1. Presiding Officer

The Chair of the Department of Management Science and Statistics shall serve as the Chair of the Faculty forum.

2. Secretary/Parliamentarian

The Secretary/Parliamentarian shall be elected by the voting members of the Department of Management Science and Statistics at the first meeting of each academic year and shall keep minutes of the meetings and records of any other actions taken by the voting members of the Department Faculty Forum.

D. Regular Meetings

There shall be at least one regular meeting per long semester.

E. Quorum

A quorum shall consist of at least fifty percent (50%) of the voting members of the DMSSFF. The Secretary shall maintain a current list of voting members and shall determine prior to any meeting the number necessary to constitute a quorum.

F. Notice

Notices for regular meetings of the DMSSF shall be distributed in written form or by e-mail at least five (5) days prior to the scheduled meeting day.

G. Agenda

A written agenda shall be distributed to all members at least three (3) days prior to the day on which a regular meeting is scheduled.

H. Special Meetings

Special meetings may be called by: (1) the Chair or (2) a majority of the members of DMSSFF. Requests for a special meeting shall be made to the Chair and the Secretary. The Chair and Secretary shall determine that the criteria for calling a special meeting are met. The Chair shall schedule the meeting and notify members at least two (2) working days prior to the day on which the meeting is scheduled.

## **ARTICLE II**

### **Department of Management Science and Statistics Standing Committees**

#### **A. Department Faculty Review Advisory Committee (DFRAC)**

The Department Faculty Review Advisory Committee (DFRAC) shall be established in accordance with The University of Texas at San Antonio Handbook of Operating Procedures, May 2, 2004, Chapter 2, Section 2.10, subparagraph F.

##### **1. Responsibilities**

DFRAC shall provide advisory recommendation to the Department Chair. The DFRAC shall limit its recommendations to faculty non-reappointment, reappointment, or tenure of an untenured Associate Professor, or promotion to Associate Professor with tenure, promotion to Professor or the initial appointment of a faculty member with or without tenure.

##### **2. Membership**

The DFRAC shall be composed of the tenured faculty members appointed at least one-half time in the Department, except only tenured professors may serve for the review of applicants for promotion to professor.

##### **3. Chair**

A Chair shall be elected by the members of the DFRAC.

#### **B. Department Faculty Advisory Committee (DFAC)**

##### **1. Responsibilities**

Responsibilities of the Department Faculty Advisory Committee (DFAC) shall include the development of policy recommendations and guidelines and the recommendations of priorities to the Department Chair for acquisition and allocation of resources to support and sustain the academic program, including such areas as support for instruction and research, facilities, information technology, library sources, faculty development, and travel.

##### **2. Membership**

DFAC shall consist of all tenured and tenure-track faculty members.

When the membership exceeds nine, then DFAC shall consist of all tenured faculty members.

3. Chair

The Chair shall be elected by members of the DFAC.

4. Meetings

The Committee shall meet at least once each long semester. DFAC may hold joint meetings with the Department Faculty Forum.

5. Quorum

A quorum shall consist of at least fifty percent (50%) of the DFAC members.

6. Meeting Notices

Notice of meetings shall be distributed in written form or by e-mail to the Committee members at least seven (7) days prior to the meeting.

7. Agenda

A written agenda shall be circulated at least three (3) working days prior to meeting.

C. Undergraduate Curriculum and Programs Review Committee (UCPRC)

1. Responsibilities

The Committee shall review and make academic policy and curriculum recommendations and consider proposals for new and modified courses and academic programs, except in the area of graduate education. Recommendations shall be submitted to the DMSSFF and the Department Chair.

2. Membership and Term of Office

This committee shall consist of four faculty members. Two members shall be from the Statistics area, and two members shall be from the Management Science area. Each member shall serve for two years.

3. Chair

The Chair shall be elected by the Committee members.

4. Regular Meetings

There shall be at least one regular meeting per long semester.

5. Notices

Notices of meetings shall be distributed to the Committee members in written form or by e-mail at least three days prior to regular meetings.

D. MBA Curriculum and Programs Review Committee (MCPRC)

1. Responsibilities

The Committee shall review and make academic policy and curriculum recommendations and consider proposals for new and modified courses and academic concentration for the MBA program.

Recommendations shall be submitted to the DMSSFF and the Department Chair.

2. Membership and Term of Office

This committee shall consist of three faculty members. Two members shall be from the Management Science area, and one member shall be from the Statistics area. Each member shall serve for two years.

3. Chair

The Chair shall be elected by the Committee members.

4. Regular Meetings

There shall be at least one regular meeting per long semester.

5. Quorum

A quorum shall consist of at least fifty percent (50%) of the MCPRC members.

6. Notices



Notices of meetings shall be distributed to the Committee members in written form or by e-mail at least three days (3) prior to regular meetings.

## **ARTICLE III**

### **Graduate Faculty Forum: Master of Science in Applied Statistics**

#### **A. Responsibilities of the Master of Science Graduate Faculty Forum**

##### **1. Admission**

The Graduate Faculty Forum shall be responsible for recommending admission of students to the Master of Science Degree in Applied Statistics program to the Department Chair and Dean of the College of Business for processing by the Director of Admissions and Registrar. It shall have the option of setting special requirements supplementary to those established by the Council on Graduate Education for admission and continuation. Supplementary requirements must be approved by the Council on Graduate Education and by the President and must be published in the *Graduate Catalog* or an official supplement thereto.

##### **2. Maintenance of Standards**

The Graduate Faculty Forum is responsible for maintaining a high level of quality in graduate education in the Department. To this end the Committee shall establish procedures within the Department to ensure the maintenance of standards in the Master of Science Degree in Applied Statistics program.

##### **3. New and Revised Graduate Courses**

The Graduate Faculty Forum, or the appropriate committee thereof, with the concurrence of the Department Chair and the Dean of the College of Business, shall develop and recommend to the Council on Graduate Education new graduate courses and changes in graduate courses in the area of statistics.

##### **4. Admission to Candidacy**

The Graduate Faculty Forum, or the appropriate committee thereof, is responsible for recommending to the Department Chair and the Dean of the College of Business action on each Admission to Candidacy for the Master of Science Degree in Applied Statistics.

##### **5. Program Requirements**

It is the responsibility of the Graduate Faculty Forum to make available to its students a description of the requirements, the procedures that a student is expected to follow in achieving the degree, and the standards demanded for continuation in the program.

B. Membership

All graduate faculty members in the department of management science and statistics, as defined under Article I of the Bylaws of the Graduate Council, shall be members of the Graduate Faculty Forum for the Master of Science Degree in Applied Statistics. Voting rights shall be the same as specified under the Bylaws of the Graduate Council.

C. Officers

The Chair of the Graduate Faculty Forum for the Master of Science Degree in Applied Statistics shall be the Graduate Advisor of Record. A Secretary shall be elected annually by the Graduate Faculty at the first fall meeting of the Graduate Faculty Forum.

D. Special Committees of the Master of Science Graduate Faculty Forum

The following three committees of the Graduate Faculty Forum for the Master of Science Degree in Applied Statistics are established. All committees must meet at least once each long semester.

1. Master of Science Curriculum and Program Review Committee

The Master of Science Curriculum and Program Review Committee shall consist of three members who will serve two-year terms. It shall recommend to the Graduate Faculty Forum changes in the requirements for the Master of Science Degree in Applied Statistics. It shall also review and recommend to the Forum new master's level courses in Statistics for inclusion in the *Graduate Catalog* as well as review and recommend revisions to catalog descriptions of current master's level Statistics courses.

In addition, this committee shall recommend to the Department Chair and the Dean of the College of Business action on each program of study for the Master of Science Degree in Applied Statistics. The Committee will give special consideration to student requests for exceptions to the plan of study as outlined in the *Graduate Catalog*. Such cases include the following requests:

- a. to take a course outside of the major area for credit as an elective for the degree;
- b. to substitute another course for a required course; and
- c. in special cases, to apply transfer credit appropriately.

A student requesting one of these options should petition the Master of Science Curriculum and Program Review Committee before enrolling in any affected course.

2. Admissions Committee

The Admissions Committee shall review applications and supporting documentation for admission into the Master of Science Degree in Applied Statistics program and advise the appropriate authorities as to the unconditional admission of the applicants. In its deliberations, the Committee shall follow the admissions requirements as set out in the *Graduate Catalog*. The Committee shall also review the admissions requirements in the *Graduate Catalog* and recommend changes in these requirements to the Graduate Faculty Forum. This committee shall consist of three members who will serve two-year terms.

3. Comprehensive Examination Committee

The Comprehensive Examination Committee shall consist of three members who will serve two-year terms. The purpose of this committee is to administer the comprehensive examination to Master of Science in Applied Statistics candidates.

E. Graduate Advisor of Record

The Graduate Advisor of Record will serve on each of the Special Graduate Committees. The Graduate Advisor of Record (GAR) shall be responsible for the coordination of the advising of students and prospective students regarding all aspects of the degree program. The GAR shall supervise the maintenance of the academic record of students in the Master of Science in Applied Statistics program as well as records related to a student's progress in meeting degree requirements and notification of the appropriate University officers of matters requiring their action. The GAR shall refer students to the Department Chair and Dean of the College of Business and/or Provost and Vice President for Academic Affairs for matters requiring their action.

## **ARTICLE IV**

### **Graduate Faculty Forum: Ph.D. in Applied Statistics**

#### **A. Responsibilities of the Ph.D. Graduate Faculty Forum**

##### **1. Admission**

The Graduate Faculty Forum shall be responsible for recommending admission of students to the Doctor of Philosophy in Applied Statistics program to the Department Chair and Dean of the College of Business for processing by the Director of Admissions and Registrar. It shall have the option of setting special requirements supplementary to those established by the Council on Graduate Education for admission and continuation. Supplementary requirements must be approved by the Council on Graduate Education and by the President and must be published in the *Graduate Catalog* or an official supplement thereto.

##### **2. Maintenance of Standards**

The Graduate Faculty Forum is responsible for maintaining a high level of quality in graduate education in the Department. To this end the Committee shall establish procedures within the Department to ensure the maintenance of standards in the Doctor of Philosophy in Applied Statistics program.

##### **3. New and Revised Graduate Courses**

The Graduate Faculty Forum, or the appropriate committee thereof, with the concurrence of the Department Chair and the Dean of the College of Business, shall develop and recommend to the Council on Graduate Education new graduate courses and changes in graduate courses in the area of Statistics.

##### **4. Admission to Candidacy**

The Graduate Faculty Forum, or the appropriate committee thereof, is responsible for recommending to the Department Chair and the Dean of the College of Business action on each Admission to Candidacy for the Doctor of Philosophy in Applied Statistics.

##### **5. Program Requirements**

It is the responsibility of the Graduate Faculty Forum to make available to its students a description of the requirements, the procedures that a student is expected to follow in achieving the degree, and the standards demanded for continuation in the program.

B. Membership

All graduate faculty members engaged in teaching statistical doctoral courses and supervising doctoral research and dissertations.

C. Officers

The Chair of the Graduate Faculty Forum for the Doctor of Philosophy in Applied Statistics shall be the Ph.D. Advisor. A Secretary shall be elected annually by the Graduate Faculty at the first meeting of the Ph.D. Faculty Forum.

D. Special Committees of the Ph.D. Graduate Faculty Forum

The following three committees of the Graduate Faculty Forum for the Doctor of Philosophy in Applied Statistics are established. All committees must meet at least once each long semester.

1. Ph.D. Curriculum and Program Review Committee

The Ph.D. Curriculum and Program Review Committee shall consist of three members who will serve two-year terms. It shall recommend to the Ph.D. Graduate Faculty Forum changes in the requirements for the Doctor of Philosophy in Applied Statistics. It shall also review and recommend to the Forum new Ph.D. courses in Statistics for inclusion in the *Graduate Catalog* as well as review and recommend revisions to catalog descriptions of current Ph.D. Statistics courses.

In addition, this Committee shall recommend to the Department Chair and the Dean of the College of Business action on each program of study and admission to candidacy for the Doctor of Philosophy in Applied Statistics. The Committee will give special consideration to student requests for exceptions to the plan of study as outlined in the *Graduate Catalog*. Such cases include the following requests:

- a. to take a course outside of the major area for credit as an elective for the degree;
- b. to substitute another course for a required course; and
- c. in special cases, to apply transfer credit appropriately.

A student requesting one of these options should petition the Ph.D. Curriculum and Program Review Committee before enrolling in any affected course.

2. Admissions Committee

The Admissions Committee shall review applications and supporting documentation for admission into the Doctor of Philosophy in Applied Statistics program and advise the appropriate authorities as to the unconditional admission of the applicants. In its deliberations, the Committee shall follow the admissions requirements as set out in the *Graduate Catalog*. The Committee shall also review the admissions requirements in the *Graduate Catalog* and recommend changes in these requirements to the Graduate Faculty Forum. This committee shall consist of three members who will serve two-year terms.

3. Comprehensive Examination Committee

The Comprehensive Examination Committee shall consist of three members who will serve two-year terms. The purpose of this committee is to administer the comprehensive examination to Ph.D. in Applied Statistics candidates.

E. Ph.D. Advisor of Record

The Ph.D. Advisor of Record will serve on each of the Special Graduate Committees. The Ph.D. Advisor of Record (GAR) shall be responsible for the coordination of the advising of students and prospective students regarding all aspects of the degree program. The GAR shall supervise the maintenance of the academic record of students in the Doctor of Philosophy in Applied Statistics program as well as records related to a student's progress in meeting degree requirements and notification of the appropriate University officers of matters requiring their action. The Ph.D. Advisor shall refer students to the Department Chair and Dean of the College of Business and/or Provost and Vice President for Academic Affairs for matters requiring their action.

## **ARTICLE V**

### **Parliamentary Practice**

The rules contained in the most recent edition of Robert's Rules of Order shall govern all DMSSFF and committee meetings in all cases to which they are applicable and which are not inconsistent with these Bylaws.

## **ARTICLE VI**

### **Amendments**

Proposals to amend these Bylaws shall be distributed to the voting members of the Department of Management Science and Statistics at least seven (7) days prior to any vote on final adoption. The Bylaws may be amended or repealed and new bylaws adopted by a two-thirds (2/3) vote of the voting members, subject to the necessary administrative review and approval. Bylaws amendment votes can be conducted by electronic vote.