

# **OPERATING PROCEDURES FOR THE GRADUATE GROUP IN BIostatISTICS**

**Approved by the GGB on May 13, 2007**

**Note:** These Operating Procedures are to be used in conjunction with the approved bylaws of the Graduate Group in Biostatistics.

## **1. Application for Membership**

A faculty member at UC Davis who expresses an interest in joining the Graduate Group in Biostatistics is asked to provide the following items in connection with an application for membership in the GGB. This information will be used by the Membership Committee of the Group to determine admissibility for membership.

- (1) Statement of biostatistical research interests and demonstrated interest in biostatistical research. Evidence can be given in the form of methodological and applied research publications, in particular publications in professional biostatistical journals and/or subject matter journals that have a substantial methodological component. Further evidence of disciplinary expertise is provided by innovative, non-standard applications of biostatistical methods to critical problems in the fields of genetics, bioinformatics, biological, ecological, environmental, medical or agricultural sciences.
- (2) A recent CV, including a complete bibliography with a highlighted list of biostatistical papers over the last 5 years.
- (3) A statement of anticipated contributions to the GGB in the areas of
  - (a) advising of students and teaching of courses
  - (b) program administration and committee service
  - (c) extramural support for students
- (4) A seminar to be given to the GGB in the quarter during which the application is received or no later than early in the following quarter.
- (5) A statement regarding availability for service on group committees and for student mentoring and supervision at UC Davis except for sabbatical leaves or other leaves of absence.

## **2. Review of Membership**

In preparation of the review, the members that are to be reviewed in a given year, approximately 1/3 of the entire membership, will be sent a questionnaire by the Membership Committee, asking them about scholarly activities and participation in Group activities. Members are obliged to return the questionnaires in due time. The

questionnaire is intended to help the Membership Committee determine, whether the requirements for continued membership have been met. The following two requirements must have been met in the previous three years in order to continue membership:

1. Evidence of scholarly work related to Biostatistics. This evidence will normally consist of publications in scholarly journals, but other evidence may be submitted for consideration.
2. Activity in at least one of the following four categories:
  - a. Qualifying exam committee (chair/member)
  - b. PhD Dissertation Committee (chair/member)
  - c. Teaching a core course or elective that is taken predominantly by Biostatistics students or a course that has substantial biostatistics content.
  - d. Committee service in the Group or related service that furthers the Biostatistics Graduate Program. Examples of this last category are visiting colleges for the purpose of recruiting students to the Program, giving a seminar in the Program or serving as a graduate advisor for the program.

### **3. Nomination and Election of Members of the Executive Committee**

Members of the Executive Committee are elected from a list of nominees. Any Group member can nominate up to three Group members. The Executive Committee can nominate further Group members as needed to have a sufficient number of nominees. Upon nomination, Executive Committee members are elected by the Group faculty using Borda's method of voting and a mail ballot. Each voting member distributes ranks to all candidates from first or lowest (most preferred) to last or largest (least preferred) rank. Not all candidates need to be ranked, but no rank can be given twice in one ballot, and the largest rank which can be assigned to a candidate corresponds to the number of nominees. Among all candidates whose election would be compatible with the overall constraint on the composition of the membership of the Executive Committee to include members from at least three different departments, the candidate with the lowest average rank is declared elected, and this is repeated until two candidates are declared elected. In case of a tie, the Executive Committee determines who will be declared elected.

### **4. Exam Committees for Pre-qualifying Exams**

Exam committees will be the same as those of the Statistics program for those parts of the exams which are the same for both programs. For those parts of the exams where a separate exam committee is appointed for the Biostatistics program, these committees will include those faculty in residence who taught any of the courses covered in the exam during the previous five years. Additional members may be appointed by the Chair, with approval of the Executive Committee. The exam committees for the Biostatistics parts of all pre-qualifying exams are responsible for preparing, proctoring and grading of the exams and to determine pass or no pass.