

Statistics and Actuarial Science Department Performance Review Addendum August 2018

This addendum supplements the Faculty of Mathematics Performance Review Guidelines and as specified in Article 13.5.1(c) of the faculty Memorandum of Agreement (MoA), “Faculty Performance Evaluation Guidelines and Departmental Addenda shall be consistent with this Agreement, and with University policies, procedures and guidelines (including the evaluation criteria set out in Policy 77). Departmental Addenda shall also be consistent with Faculty Performance Evaluation Guidelines.”

Performance evaluations shall occur on an annual basis for faculty members holding probationary or definite-term appointments and on a biennial basis on odd numbered years for faculty members holding tenured or continuing appointments (Article 13.5.2(a) of MOA).

1. Assessment of Teaching Component

- The normal teaching load in the Statistics and Actuarial Science (SAS) Department for research active tenure-track or tenured faculty members is three courses per year and for lecturers is six courses per year.
- The assessment of teaching will consider student evaluations and available peer assessments. Other considerations include graduate/undergraduate student research supervision (for faculty with a research component), course development and course coordination activities.
- For tenure-track and tenured faculty members research supervision of graduate/undergraduate students is expected.
- For tenured faculty members who choose to teach more than the normal teaching load of three courses per year, the expectations for graduate and undergraduate student supervision will be reduced. Such an arrangement should be made in advance and in writing to the Department Chair.

2. Assessment of Research Component

- Supervision of postdoctoral fellows and non-student research personnel will be assessed as research.
- Research papers that have been submitted for publication but not yet accepted can be mentioned in a faculty member’s summary of activity but will normally only play at most a minor role in the assessment.

3. Assessment of Service Component

- Departmental citizenship includes, but is not limited to, mentoring new faculty members, being available in the Department, being willing to take on hard-to-cover courses, and being available to students.
- Specific information on the responsibilities of committee memberships and time commitment should be described in each case.
- Normally, the majority of your service score will be based on service internal to the university. Exceptions are at the discretion of the performance evaluation committee but must be based on external service quantity (time) not quality. External service is not a requirement to achieve an outstanding service score.