

**Department of Mathematics and Statistics**  
**2023-2024 Criteria for the Permanence of the**  
**Ancillary Academic Staff Position of**  
**“Learning Specialist and Coordinator, Actuarial Science Programs”**  
**Document updated on 2023 08 21**

<b>Document History</b>	<b>Date</b>
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A. Preamble

**General**

This document outlines specific requirements for permanence for the AAS position, held in the Department of Mathematics and Statistics, of Learning Specialist and Coordinator, Actuarial Science Programs. The incumbent was hired at the rank of AAS IV and so permanence is the only issue at hand.

**Commitment to EDI (Equity, Diversity and Inclusion)<sup>1</sup>**

The RTP Committee will take an equity-informed approach in its assessments and deliberations. Diversity is to be honoured as integral to the quality of the University's intellectual mission, in both discipline and methodology. Thus, scholarship, teaching and service in non-traditional areas and methodologies and/or by members of historically disadvantaged groups and/or designated groups will be considered equitably. Additionally, the Committee will take into consideration both career interruptions and special circumstances that may have affected the productivity of candidates during the period under consideration. Career interruptions and special circumstances occur when, for health, administrative, family or other reasons, a researcher is taken away from normal teaching, research or service work for an extended period of time.

**B. Teaching Standards:** The candidate for permanence at the rank of AAS IV must have consistently demonstrated good teaching including classroom teaching, mentoring, and counselling students in the actuarial science programs. The AAU RTP Committee will assign an overall teaching score after a complete and comprehensive review of all aspects of the candidate's teaching activities, performance, and portfolio, should one be submitted. This score should not be a simple or weighted average of the SET scores and should be at least 5.5 on a 7-point scale. Further, if any issues have occurred with respect to (i) the candidate's effectiveness in promoting students' academic pursuits and where appropriate stimulating interest in continued study of the discipline; (ii) the candidate's day-to-day availability to students; and the "demands" placed on him/her by students and the candidate's willingness to assist students outside of formal class hours;

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<sup>1</sup> This paragraph is taken from RTP criteria of the faculty of law

(iii) investigated student complaints; or (iv) unusual patterns of withdrawal from the candidate's classes; they must have been either satisfactorily resolved or there must be a plan put in place leading to resolution.

**C. Service Standards:**

The candidate for permanence at the rank of AAS IV will have demonstrated:

1. That their actions have resulted in a smooth running of the undergraduate program in the actuarial science programs.
2. Successful recruitment of students into the actuarial science programs, including timely and effective screening of applications to the master's program.
3. Their involvement in liaison activities with the appropriate professional societies to ensure that our programs prepare students for professional accreditation as well as for the undertaking of professional actuarial examinations.
4. Their involvement in academic standing recommendations for students in the master's program to the chair of the departmental graduate studies committee.
5. Their ability to bring recommendations for program changes, on duly completed Program Development Committee forms, to the departmental undergraduate committee or the graduate committee, as appropriate.
6. Successful involvement as the faculty mentor for the student actuarial science club.
7. Timely recommendations of candidates for the departmental scholarship for students in the master's program.
8. An ability to support the department head with the recruitment and selection of sessional instructors for the master's program.
9. Effective management of the professional actuarial exams taken at the University of Windsor.
10. Effective engagement with industry professionals to bring experiential learning and employment opportunities to the actuarial science students.
11. Effective management for all activities related to the smooth operation of our actuarial programs, the professional development of our students, and the excellence of our programs.
12. Active participation in Departmental Council and service to the University