UVIC CRC EQUITY, DIVERSITY AND INCLUSION ACTION PLAN

DECEMBER 15, 2017

University
of Victoria

EQUITY AT UVIC

UVic has a demonstrated commitment to equity, diversity, inclusion and fostering a welcoming and diverse learning, teaching, and working environment. Our commitment to equity and inclusion is embedded in the university's policies and our current institutional planning documents.

In 2012 and 2015, UVic was recognized for our exemplary practices in recruiting Canada Research Chairs (CRCs) and for exceeding our Equity Targets for chairholder representation from women, visible minorities, persons with disabilities and Aboriginal peoples. Annually since 2012, we have been named one of Canada's Best Diversity Employers, one of 65 organizations leading the nation in creating inclusive workplace cultures. In 2015, UVic further strengthened our institutional commitment to equity through the release of our Employment Equity Plan (EEP) 2015-2020. Our EEP affirms that equity underlies and is a pre-condition for excellence, and that excellence is furthered by a diversity of people, perspectives and experiences.

The EEP is governed by three principles (Equality, dignity, and inclusion; intersectionality; and accessibility and accommodation) and outlines three goals:
1. To promote and implement employment practices advancing equity and access for all.
2. To ensure the principles of fairness and equity are incorporated into all aspects of employment, including recruitment and hiring, training and promotion, and retention and accommodation in the workforce.
3. To improve the participation of members of designated groups in all jobs and at all levels where they are under-represented, and to achieve and retain a workforce representative of the appropriate community.

UVic's EEP was developed through wide-scale consultation that included members of the four designated groups and faculty members, as well as feedback from advisory groups on equity and human rights, and officially approved by the university's Executive Council. The EEP was also informed by three reviews: a review of the Central Accommodation Fund, a review of employment systems by external consultants, and a review of Indigenous staff support.

UVic's Equity & Human Rights Office (EQHR), in conjunction with the UVic Employment Equity Plan Implementation Steering Committee, chaired by the University Secretary, oversee the EEP's implementation.

UVic's CRC Equity, Diversity and Inclusion Action Plan has been developed as a distillation of the relevant information and activities detailed in our institution-wide Employment Equity Plan.

UVIC'S CRC PROGRAM AND EQUITY

UVic already meets or exceeds our CRC Equity Targets and will continue to meet or exceed the targets as we carefully distribute, select and nominate available chair positions from our allocation. The following table shows how we currently meet or exceed all our Equity Targets as currently defined by CRC.

STATUS DECEMBER 2017	TARGETS	OCCUPANCY	GAP	GAP (# of Chairs)
Women	27%	30%	no gap	no gap
Visible minorities	15%	15%	no gap	no gap
Persons with disabilities	4%	(see below)*	(see below)*	(see below)*
Aboriginal peoples	1%	(see below)*	(see below)*	(see below)*

*In keeping with the Privacy Act, numbers lower than five were removed to protect the privacy of chairholders.

The following tables show UVic's projected CRC Equity Targets for December 2018 in accordance with our current plan to nominate eight new chairs in the near-term. The plan is that UVic will nominate three NSERC chairs, two CIHR chairs and three SSHRC chairs by October 2018. UVic plans to nominate at least four women, one member of a visible minority and one Indigenous chair as part of the eight nominations. This will allow us to continue to meet or exceed our CRC Equity Targets.

PROJECTION 2018	TARGETS	OCCUPANCY	GAP	GAP (# of Chairs)
Women	28%	32%	no gap	no gap
Visible minorities	15%	15%	no gap	no gap
Persons with disabilities	4%	(see below)*	(see below)*	(see below)*
Aboriginal peoples	1%	(see below)*	(see below)*	(see below)*

*In keeping with the Privacy Act, numbers lower than five were removed to protect the privacy of chairholders.

Finally, the following table shows UVic's projected CRC Equity Targets by December 2019 in accordance with our current plan to nominate eleven new chairs before December 2019 (eight in year 2018 and three in 2019). This plan assumes UVic will nominate four NSERC chairs, two CIHR chairs and five SSHRC chairs. The plan is to nominate at least five women, two members of visible minorities and two Indigenous chairs of the eleven nominations to continue to meet or exceed our CRC Equity Targets.

PROJECTION 2019	TARGETS	OCCUPANCY	GAP	GAP (# of Chairs)
Women	29%	32%	no gap	no gap
Visible minorities	15%	16%	no gap	no gap
Persons with disabilities	4%	(see below)*	(see below)*	(see below)*
Aboriginal peoples	1%	(see below)*	(see below)*	(see below)*

*In keeping with the Privacy Act, numbers lower than five were removed to protect the privacy of chairholders.

EQUITY, DIVERSITY AND INCLUSION OBJECTIVES AND MEASUREMENT STRATEGIES

The purpose of the UVic's CRC Equity, Diversity and Inclusion Action Plan and its associated objectives is to ensure we sustain or exceed our participation targets for individuals from the four designated groups - women, Aboriginal peoples, persons with disabilities and members of visible minorities - among our CRC chair allocations. UVic's EEP contains a comprehensive listing of our current equity activities and initiatives, applicable to our staff, faculty and leadership; this plan consists of a subset of the most relevant EEP implementation activities.

UVic's sustained efforts on equity over the past decade have positively affected our ability to provide an inclusive workplace that values equity and created a university environment enriched by the diversity of its workforce. This Action Plan aims to ensure we continue to meet or exceed our CRC Equity Targets, but also reflects our institution's ongoing work to create an inclusive workplace environment and remove barriers that prevent equal opportunity.

The Action Plan consists of eight objectives, one each for the following strategic areas for focus: employment practices (recruitment and retention); training and education; messaging and communication; accommodation; leadership and accountability; consulting and participating; and coordinating, collaborating, supporting and sponsoring (internal and external). Our Action Plan's objectives are:
1.   To sustain or exceed our CRC Equity Targets
2.   To provide training, tools and education for CRCs and for CRC hiring committee members
3.   To communicate about our new CRC Equity, Diversity and Inclusion Action Plan
4.   To support accommodation, including for CRC recruitment and retention
5.   To provide leadership on equity, diversity and inclusion
6.   To consult and engage on employment equity
7.   To coordinate internal equity, diversity and inclusion events and conferences
8.   To participate in external equity, diversity and inclusion events and conferences.

UVic's full Action Plan is at Appendix A and includes information on plan objectives, actions, implementation timings and measurement methods.

MANAGEMENT OF CHAIR ALLOCATIONS

The *UVic Management of Canada Research Chair Allocations Guidelines* ensure that our CRC processes directly address the CRC program requirements for research excellence, equity, diversity and inclusion, in alignment with the UVic 2016-2021 Strategic Research Plan (SRP) and the UVic 2015-2020 Employment Equity Plan. The guidelines purpose is to ensure that we make the best strategic use of our CRC allocations to fulfil our research mission in pursuit of research excellence. Equity underlies and is a pre-condition for excellence, and excellence is furthered by a diversity of people, perspectives and experiences. A full copy of the *UVic Management of Canada Research Chair Allocations Guidelines* is available on our CRC Equity, Diversity and Inclusion webpage on the UVic website.

COLLECTION OF EQUITY AND DIVERSITY DATA

Data is being collected from the CRC Curriculum Vitae Applicant Registry Sheet from our CRC nominations to assess UVic's compliance with our CRC Equity Targets. Additionally, UVic provides all our employment candidates, including CRC applicants, with the opportunity to complete an Employment Equity Survey (Appendix B). The survey collects data on three of the four designated groups - Indigenous peoples, members of visible minorities, and persons with a disability - and helps the university track progress towards achieving an equitable workforce by hiring and retaining diverse staff. Data on gender are taken from the Human Resources database. UVic also uses the survey data to identify and dismantle barriers to employment equity and to:
- implement and monitor the university's employment equity program
- suggest activities to promote fairness and equity at the university (such as training programs and addressing turnover and retention)
- fulfill our employment equity reporting requirements to the BC Human Rights Tribunal
- help with internal planning and reporting.

When creating reports, all data is automatically aggregated and stripped of identifying information. Reports on our 5,000+ employees show summaries based on 14 employment equity occupational groups which make it very difficult to identify individuals. As well, when reporting statistics for groups with small numbers of respondents, the results are suppressed.

Participation in the survey is voluntary and options for both an electronic and paper versions of the survey are provided to the potential respondents. Recently, EQHR carried out an initiative to re-survey non-respondents as a step towards improving our survey data quality. The survey website includes detailed FAQs to address a range of questions or concerns that might impede participation in the survey such as confidentiality, definitions, purpose of the survey, and uses of the data. The Equity and Human Rights Office also encourages Deans in their work to discuss the survey and encourage participation by members of their faculties.

All information collected is treated as strictly confidential. It is held in a secure database separate from employee records and is used only by select employees to analyze UVic's employee characteristics. It is analyzed and reported in summary form with no individuals identified. UVic collects, uses, discloses and retains personal information only in compliance with the BC Freedom of Information and Protection of Privacy Act (FIPPA). The university collects the personal information for the survey pursuant to section 26 (c) and (e) of FIPPA.

RETENTION AND INCLUSIVITY

UVic continuously works to create a supportive workplace for our faculty, staff and leadership, including our chairholders. We have the following processes, policies and resources in place to support our commitment to inclusion, equity and diversity:
- UVic's Employment Equity Plan has set targets for achieving and sustaining representation.
- Required recruitment training for all faculty searches including CRCs.
- A survey directed to staff and faculty on self-identification as a member of an equity group.

- Existing policies and employment agreements that address return to work parameters.
- Provision of accommodation at any part of the search process for anyone who requests it.
- A campus-wide Mentoring Program.
- A network of elders to support those who desire these services.
- Provision of resources such as on-site childcare, respite rooms, multi-faith prayer rooms, and flexibility for religious obligations, rituals and ceremony.

UVIC'S OFFICE OF EQUITY & HUMAN RIGHTS: QUERIES, SUPPORTS AND CONCERNS

UVic EQHR office has the lead role in developing and coordinating plans, policies and procedures to promote equity, diversity and inclusion in employment and education. Activities include education on equity, diversity, human rights and sexualized violence; assisting with dispute resolution; investigating human rights complaints; providing information and support in cases of sexualized violence; consulting on equity plans; and advising the university on reaching our strategic goals in these areas.

EQHR can be contacted to talk through concerns, options, for support, and for help to prepare and submit a complaint. EQHR is available to answer questions and provide support at all stages in the process. The Canada Research Chair Program EQHR contact is:

> *Kamilla Milligan - Manager, Equity and Diversity*
> *University of Victoria, Equity & Human Rights Office*
> *3800 Finnerty Road, Victoria, BC V8P 5C2*
> *Phone: 250-472-4121*
> *Email: equitymanager@uvic.ca*

EQHR also provides a report annually to UVic's Executive Council; and progress on equity initiatives are regularly publicly reported to the BC Human Rights Tribunal.

UVic has two policies to manage complaints and concerns, administered by EQHR: the Discrimination and Harassment policy (Policy GV0205), and the Sexualized Violence Prevention and Response policy (Policy GV0245). These policies include processes for making informal and formal reports, case management, and institutional response coordination. EQHR reports annually on generalized complaint statistics, and where appropriate, serious concerns are raised with the relevant line authorities at the university. Additional UVic policies that support equity, diversity and inclusion, include:
- Policy HR6100: Employment Equity
- Policy GV0200: Human Rights, Equity and Fairness
- Policy HR6115: Employment Accommodation
- Policy HR6110: Guidelines on Preferential or Limited Hiring
- Policy SS9120: Prevention of Violence in the Workplace.

NEXT STEPS

UVic will report annually to the CRC secretariat, in October 2018 and October 2019, in relation to progress on the UVic Equity, Diversity and Inclusion Action Plan, including on efforts made to meet or exceed our CRC Equity Targets and on university-wide initiatives to enhance equity, diversity and inclusion. UVic will continue to implement our Employment Equity Plan and promote a vision of equity, which champions equity as necessary for excellence, benefits of equity for all and responsibility for all to practice equity.

APPENDIX

A) UVic Action Plan, 2018-2019
B) UVic Employment Equity Survey

APPENDIX A: UVIC ACTION PLAN, 2018-2019

Note: The first four Action Plan objectives are specific to achieving or exceeding our CRC Equity Targets while the final four represent continued institution-wide work to create an inclusive workplace.

OBJECTIVES	ACTIONS	TIMING	MEASUREMENT	PROGRESS 2018	PROGRESS 2019
Employment practices (recruitment and retention)					
To sustain or exceed UVic's CRC Equity Targets	• Carefully distribute, select and nominate available chair positions. • Use the Preferential or Limited Hiring guidelines as appropriate. • Encourage outreach when recruiting. • Ensure all advertisements include UVic's equity statement and use language that is inclusive, ungendered and unbiased. • Ensure information on equity is provided as part of the UVic's CRC renewal process.	2018, 2019 and ongoing	Rate at which UVic met or exceeded our Equity Targets Rate of preferential or limited hires associated with chair recruitment Rate of chair retention Record of approaches to outreach		
Training and education					
To provide training, tools and education for chairs and for chair hiring committee members (e.g.: Deans, Department Chairs, faculty members and external members)	• Provide training, tools and education for all faculty searches including CRCs, which includes but is not limited to: a transparent, consistent process; use of inclusive language for the advertisement and throughout the search process; accommodation considerations; evaluation of non-traditional CVs; unconscious bias; and other topics. • Provide equity information and training at orientation including for chairs.	2018, 2019 and ongoing	Rate of hiring committee members trained Provision of effective information on UVic's equity activities and opportunities to expand knowledge of equity at orientation Development of, and updates to, training tools		
Messaging and communication					
To communicate about UVic's new CRC Equity, Diversity and Inclusion Action Plan	• Share that UVic's new CRC Equity, Diversity and Inclusion Action Plan is available with key governance groups (e.g.: UVic Deans' Council, Research Advisory Committee and Council of Centre Directors) as well as with Department Chairs and School Directors. • Share messages about the values underlying the Action Plan with internal and external audiences.	2018 and ongoing	Record of meetings where information was shared Record of messages or stories to CRCs, faculty, and any external agencies		

OBJECTIVES	ACTIONS	TIMING	MEASUREMENT	PROGRESS 2018	PROGRESS 2019
Accommodation					
To support accommodation, including for CRC recruitment and retention in line with UVic Policy, procedures and the Collective Agreement	• Provide advice, training and support for leaders and hiring committee members on the principles and UVic's processes to support accommodation. • Support all potential chair candidates requiring accommodation during recruitment process.	2018, 2019 and ongoing	Record of training sessions held Record of accommodation requests Development of funding and/or guidelines to support accommodation		
Leadership and accountability					
To provide leadership on equity, diversity and inclusion	• Promote and practice equity to ensure equity, diversity and inclusion are key considerations and key ingredients in the UVic culture.	Ongoing	Record of new and ongoing equity, diversity and inclusion initiatives		
Consulting and participating					
To consult and engage on employment equity	• Coordinate meetings of the UVic Employment Equity Plan Implementation Steering Committee to review progress on the EEP and suggest new developments to enhance the plan's work. • Engage with the campus community on new and ongoing equity, diversity and inclusion initiatives.	Ongoing	Number of committee meetings held per year Record of campus community engagement opportunities		
Coordinating, collaborating, supporting and sponsoring (internal)					
To coordinate internal equity, diversity and inclusion event and conference opportunities	• Coordinate UVic's annual student writing and spoken word contests on equity, diversity and human rights. • Award the Provost's Advocacy & Activism Award. • Sponsor events promoting equity, diversity and inclusion as appropriate.	Ongoing	Record of forums, events, and opportunities coordinated or supported		
Coordinating, collaborating, supporting and sponsoring (external)					
To participate in external equity, diversity and inclusion event and conference opportunities	• Attend external equity, diversity and inclusion conferences and events.	Ongoing	Record of external forums, events, and opportunities attended		

University of Victoria

Employment Equity Survey
Collection and Privacy Notice

The University of Victoria collects, uses, discloses and retains personal information only in compliance with the BC *Freedom of Information and Protection of Privacy Act* (FIPPA). A Privacy Assessment has been conducted and approved by the University Secretary.

1. Collection, use and disclosure
The University of Victoria collects and uses the personal information on this form (equity information) pursuant to section 26 (c) and (e) of the FIPPA.

The university collects and uses equity information directly related to and necessary for the implementation of its employment equity program (the program). In addition, equity information is collected and used to plan the implementation and the evaluation and monitoring the effectiveness of the program, including its employment equity plan, approved by the BC Human Rights Tribunal.

In general, the equity information is used to improve employment equity at UVic.

Equity information is used to report in an aggregated (statistical summary format); no individual will be identified. Statistics about areas where the numbers are small, and therefore might identify individuals, will not be disclosed publically.

2. Security
The information provided on the survey will be treated confidentially. The responses are not anonymous.

Paper-based responses are confidential when they are placed in the return envelope. Once delivered, the forms are stored in the UVic Equity and Human Rights Office (EQHR).

Employees completing the survey on the web, do so using a web browser via the MyPage portal. The responses are securely transmitted between the user's computer and UVic servers. The UVic servers are located in a facility on campus with strict access control using keycard access, alarm codes, and video surveillance.

3. Access
Access to paper and responses is restricted to select continuing EQHR employees or designated agents of EQHR. When necessary, access to the electronic data is granted to select IT (university systems) employees for system maintenance and troubleshooting purposes only.

4. Correction
Information reported by an employee will be amended or deleted upon written request to the Equity and Human Rights Office.

For more information about the collection and privacy notice or the survey please
- contact the Equity and Human Rights office at 250-721-8488 or eqhr@uvic.ca
- consult the employment equity survey FAQs on our Employment equity survey page
- see the university Protection of Privacy policy and Information Security policy and procedures

University of Victoria

Employment Equity Survey Questions

1. Employee number: _____

2. For the purposes of employment equity, an "Indigenous person" is an Indigenous person from Canada or the US and includes persons such as a member of a First Nation, a Métis, an Inuk, a status or non-status Indian, a registered or non-registered Indian, and a treaty Indian.

   Based on this definition, do you self-identify as an Indigenous person?

   Yes O   **No** O

3. For the purposes of employment equity, "persons with disabilities" means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:
   a. consider themselves to be disadvantaged in employment by reason of that impairment, or
   b. believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and
   c. includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

   Based on this definition, do you self-identify as a person with a disability?

   Yes O   **No** O

   If you require information about medical accommodation please contact your UVic Human Resources Consultant.

4. For the purposes of employment equity, "members of visible minorities" means persons, other than Indigenous peoples, who, because they are non-Caucasian in race or non-white in colour, are in a minority in Canada. This includes both persons who were born in Canada and other countries.

   This information is important for identifying barriers that may be experienced by different visible minority groups, e.g. racial stereotyping by employers may affect the types of jobs for which different visible minority groups are hired.

   Based on this definition, do you self-identify as a member of a visible minority?

   Yes O   **No** O

5. Responses to the survey questions are voluntary. Even if you do not answer the questions, it is helpful for our data quality if you return the survey. If you do not wish to complete this survey, please indicate below and submit your survey.

   O **I choose not to answer the questions in this survey at this time.**

Thank you for completing this survey. You can return it to the Equity and Human Rights Office (EQHR) through intercampus mail, in a sealed envelope. For more information, please contact 250-721-8488 or eqhr@uvic.ca or consult the FAQs at http://uvic.ca/eqhr/employment-equity/equitysurvey/faqs