



**Laurentian** University  
Université **Laurentienne**

**Canada Research Chairs Institutional Equity, Diversity and  
Inclusion Action Plan, 2017-2019**

**December 2017**

## **Introduction**

The Government of Canada and the Canada Research Chairs Program (CRCP) are committed to excellence in research and research training for the benefit of Canadians. Achieving a more equitable, diverse and inclusive Canadian research enterprise is essential to creating the excellent, innovative and impactful research necessary to seize opportunities and for responding to global challenges.

The Government of Canada has introduced new requirements within the CRCP to support the achievement of a more equitable, diverse, and inclusive Canadian research enterprise in Canada. As such, the CRC program is committed to the federal government's policies on non-discrimination and employment equity.

All Canadian universities that accept funding from the federal CRCP are expected to make concerted efforts to take specific steps in support of developing equity and diversity targets with respect to CRCs, as well as provide a supportive and inclusive workplace for all Chairholders.

Information regarding guidelines for the CRC, Inclusion Action Plan can be found at [http://www.chairs-chaire.gc.ca/program-programme/admin\\_guide-eng.aspx#equity](http://www.chairs-chaire.gc.ca/program-programme/admin_guide-eng.aspx#equity).

Laurentian University (Laurentian) strongly supports a workplace environment that removes disparities experienced by the designated groups in Canada: women, aboriginal peoples, persons with disabilities and members of visible minorities, as defined in the Employment Equity Act. The purpose of this document is to outline the plans and actions that will be undertaken at Laurentian in order to ensure equity, diversity and inclusion with respect to the selection, appointment and institutional support of CRCs.

In response to recommendations from the 15 year evaluation of the federal CRCP, Laurentian has developed the following action plan, to be implemented over the next 18-24 months. The Action Plan will be continually updated to ensure alignment with Laurentian's existing equity, diversity and inclusion initiatives, provisions of the Collective Agreement between Laurentian University and the Laurentian University Faculty Association (Appendix A), as well as with our upcoming 2018-2023 Strategic Plan. Development of the Action Plan has been a collaborative process, with contributions from

the Office of Research Services, Human Resources and Organizational Development and the Office of Equity, Diversity and Human Rights.

Contact Information for Questions About this Plan

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**Objectives**

**Objective 1 - Expand equity, diversity, and inclusion in recruitment practices**

Action Items:

- i. Conduct a thorough review of current hiring and recruitment practices and update them to ensure compliance with the CRC Institutional Equity, Diversity and Inclusion Action Plan. Ensure that members of hiring committees review updated practices prior to CRC recruitment.
- ii. Provide guidance and training to all persons involved in the selection process including administrative staff who support recruitment.
  - a. Research and develop in-house training programs and workshops to properly inform and prepare those participating in the hiring and recruitment process;
  - b. Ensure all selection committee members complete Unconscious Bias Training module offered through National CRC Secretariat;

- c. Underline the importance of identifying and attracting excellent candidates from the designated groups, to the Chairs of selection committees and to research administrators;
  - d. Ensure all training materials are easily accessible and posted onto internal and external website.
- iii. Conduct an environmental scan of recent CRC hires to identify and remove any discriminatory barriers (systemic or otherwise) to the selection and hiring of members from the 4 designated groups
  - iv. Conduct a review of current advertising processes, and develop a strategy to ensure vacant positions are shared through services and organizations that reach the widest possible audience of designated groups.
  - v. Ensure diversity of members on all future selection committees and implement requirement that selection committees provide a clear rationale when candidates from the designated groups are not selected

### **Objective 2 - Develop data collection and reporting tools**

#### Action Items:

- a. Develop schedule and strategy for the 2018 release of the recently created Employment Equity Self-Identification Questionnaire (Appendix B), including how to administer and promote to newly hired CRCs
- b. Develop further strategy to collect applicant information from external and internal competitions. Develop abbreviated equity and diversity questionnaire and encourage completion by external and internal applicants
- c. Establish schedule for collection of data regarding current CRCs, and update results and targets
- d. Produce yearly report on results and targets, including areas of concern or complaints received and provide to Laurentian University Executive Team for review

### **Objective 3 - Enhance institutional commitment to equity, diversity and inclusion**

Action Items:

- a. Review and update strategies to encourage self-identification of candidates from the designated groups in order to provide the necessary measures to accommodate all persons from designated groups with emphasis on persons with disabilities during the selection process;
- b. Increase promotion and awareness about Equity, Diversity and Inclusion for CRCs and more broadly for all employment opportunities at Laurentian through the use of newsletters, website and other social media/communication means
- c. Require each faculty/department to review their own employment policies and procedures to ensure consistency with the CRC Inclusion Action Plan
- d. Update CRC Inclusion Action Plan to coincide with relevant items listed in the upcoming Laurentian University Strategic plan
- e. Schedule staff awareness and information activities on the importance of employment equity and diversity

**Objective 4: Support retention and inclusivity for the Four Designated Groups (FDGs)**

Action Items:

- a. Identify professional development needs of FDGs and develop and implement measures to meet needs
- b. Complete review of training and professional development opportunities offered to current CRC's and ensure equitable opportunity for FDGs
- c. Provide training and information to CRCs about Laurentian University's Policy on a Respectful Workplace and Learning Environment and the role and mandate of the Equity, Diversity and Human Rights Office where complaints, concerns and questions related to equity, discrimination and harassment can be raised as well as information about how complaints and concerns are addressed.

## Appendix A

### **Articles of the Collective Agreement between Laurentian University and the Laurentian University Faculty Association**

#### ARTICLE 5.25

#### EMPLOYMENT EQUITY

##### 5.25.1

The Parties support the principle of employment equity as defined by Provincial and Federal Laws and the Senate/Board of Governors approved Policy on Employment Equity.

##### 5.25.2

#### Employment Equity

(a) The Parties pledge themselves to work to increase the proportion of faculty Members who are Members of the four (4) designated employment equity groups (women, native people, persons with disabilities and Members of visible minorities) to an equitable level in each

(b) To determine an equitable proportion of Members of the four (4) designated employment equity groups for each discipline, the Parties shall consider among other factors the number of Doctoral applicants in Canadian universities as revealed by Statistics Canada data.

##### 5.25.3

The Vice-President, Academic and Provost shall support employment equity by:

(a) promoting awareness of the University's commitment to non-discrimination and to the promotion of equity in the employment status of Members in the designated employment equity groups;

(b) ensuring proper training on equitable employment practices for all Departments/Schools hiring new Members;

(c) providing annual reports to the Employer and the Union on:

(i) the total number of applicants and the number of self-identified applicants by employment equity group for each vacant position for which a search has been conducted,

(ii) the composition by employment equity group of the Members in each Department/School, by rank and status of appointment, as voluntarily reported by Members,

(iii) the percentage of employment equity groups by discipline in graduate degree programs in Canada, if available,

(iv) other matters deemed necessary to monitor the effectiveness of this Article.

#### 5.25.4

In order to increase awareness of the University's employment equity goals and to support non-discriminatory interview and hiring practices, full-time Members shall make every reasonable effort to attend the training sessions on equitable employment practices offered by the University for their respective Department/School.

### ARTICLE 5.30

#### ABORIGINAL EQUITY INITIATIVE

##### 5.30.1

The Employer and the Union agree that a series of active measures are required to appoint a larger number of qualified Aboriginal professors and librarians at Laurentian University, particularly outside Aboriginal-specific programs.

##### 5.30.2

The Employer agrees to develop a "grow-our-own" program to recruit and appoint Aboriginal professors and librarians to probationary appointments, who, on the condition of agreeing to work at Laurentian as professors/librarians for a minimum of three (3) years, shall be supported in completing the academic qualifications needed for tenure (per Article 5.10 – Academic Qualifications Guidelines). The details of the program are to be agreed to by the Employer and the Union in consultation with the Office of the Associate Vice-President, Academic and Indigenous Programs.

## **Appendix B**

### **Draft Employment Equity Self-identification Questionnaire**



# EMPLOYMENT EQUITY SELF-IDENTIFICATION QUESTIONNAIRE

In support of Laurentian University's commitment to employment equity and a joint agreement with the Laurentian University Faculty Association (LUFA), the University is conducting a survey of all faculty in order to maintain and update data about representation amongst designated groups including women, racialized persons and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions. Please note that a person may be a member of more than one designated group. While completion is voluntary, participation is highly encouraged. All data collected is treated confidentially by the Equity, Diversity and Human Rights Office (EDHRO). The responses given on this self-identification survey may be changed at any time.

\*Please note that alternate formats are available upon request.

There are 8 questions in this survey

## Self Identification Questions

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For the purpose of employment equity, women are a designated group. Do you self-identify as a woman?

Please choose **only one** of the following:

Yes

No

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Do you identify as a person who is lesbian, gay, bisexual, queer or an analogous term?

Please choose **only one** of the following:

Yes

No

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Transgender refers to a person who identifies with a gender other than the one ascribed to the biological sex of their birth, or a person who views their gender as being more fluid than the strictly male or female genders allow. It is also used as an umbrella term for those who identify themselves as transsexual, transgender, gender variant, or an analogous term.

Do you self-identify as a person who is transgender or an analogous term?

Please choose **only one** of the following:

- Yes
- No

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For the purpose of employment equity, "persons with disabilities" means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment. The definition includes persons whose functional limitation owing to their impairment has been accommodated in their current job or workplace.

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

Please choose **only one** of the following:

- Yes
- No

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For the purpose of employment equity the term "persons of Indigenous heritage" means persons who are Aboriginal, First Nation, Inuit or Metis. Based on the definition, do you self-identify as an Indigenous person?

Please choose **only one** of the following:

- Yes
- No

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According to the Employment Equity Act, racialized persons (visible minorities) are a designated group. At Laurentian University we define this term as persons (other than persons of Indigenous heritage, defined above) who self-identify as "people of colour". Members of racialized minority groups include both persons who were born in Canada or other countries. Examples of racialized persons include, but are not limited to persons who identify as:

- Black
- Non-white Latin American (Including Indigenous persons from Central or South America)
- East Asian (e.g., Chinese, Japanese, Korean, Polynesian)
- South Asian/Indo-Pakistani (e.g., Indian, Pakistani, Sri Lankan, ect.)
- Southeast Asian (e.g., Cambodian, Filipino, Laotian, Vietnamese, etc.)
- West Asian/Arab (e.g., Afghan, Iranian, etc.)
- Persons of Mixed Origin (e.g., with one parent in one of the racialized groups listed above)

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

Please choose **only one** of the following:

- Yes
- No

[ ]

The Candian Census identifies the following categories in its Census of the Population. Please idicate how you self-identify?

Please note that this self-identification is not intended as an indication of one's place of origin, citizenship, language or culture and recognizes that there are differences both between and among subgroups of racialized persons. If you are of mixed-descent, please indicate this by checking off all that apply, rather than using the "other" line unless parts of your self-identification do not appear in the list.

Please choose **all** that apply:

- Arab
- Black
- Chinese
- Filipino
- Indigenous
- Japanese
- Korean
- Latin American
- South Asian (e.g., Indian, Pakistani, Sri Lankan, etc.)
- Southeast Asian (e.g., Vietnamese, Cambodian, Malaysian, Leotian, etc.)
- West Asian (e.g., Iranian, Afgan, ect.)
- White
- Other
- Other:

[ ]

Are you a member of any other identifiable group that you feel has been disadvantaged in the worplace based on factors, for example, such as religion, age, ancestry, place of origin, family or marital status etc.? If yes, please specify.

Please write your answer here:

Thank you for your participation, and for finishing the survey. At any time, you may contact the Equity, Diversity and Human Rights Office at 705-675-1151 ext. 3427 or by email at [edhr@laurentian.ca](mailto:edhr@laurentian.ca) to change the information provided today.

Submit your survey.

Thank you for completing this survey.