

University of Prince Edward Island
 Institutional Equity, Diversity and Inclusion Requirements
 December 2018

UPEI allocation: 5 chairs
 As of 17 December 2018:

Target setting exercise indicates a gap of 1 woman
 UPEI has 2 active (Dr. Russ Kerr & Dr. Josh MacFadyen) and 4 vacant chairs.

Terms:

FDG = Four designated groups: women, indigenous peoples, persons with disabilities and visible minorities

VPA&R = Vice President Academic & Research

| | Objectives | Indicators | Actions |
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| 1 a, b, c | UPEI will strive to meet our target for designated groups (as defined above) | Number of successful nominations of individuals from designated groups | Target advertising to sources that may be of interest to FDGs (e.g., professional societies, editorial boards of niche and international journals, prominent FDG thought leaders in relevant disciplines); encouraging faculty to make potential applicants aware of the CRC opening through personal contacts; encouraging current CRCs to contact potential applicants |
| | | Increased number of applicants from FDGs | Distribute self-identification form to applicants |
| 1.d. | Evidence of employment systems review | Environmental scan of wage equity to determine whether imbalance in pay and support exists and to identify any the systemic barriers Committee members involved in the scan will include the VPA&R, Director of Academic Operations, VP Administration and Finance and Associate VP Human Resources. | 1. VPA&R will undertake a review of gender-specific wages and other university support (undertaken in Fall 2018). 2. VPA&R will review all CRC employment letters to develop a matrix of research support and reduced teaching load. (letters currently under review) 3. The Chairs' annual reports will be reviewed for the past five years to gather feedback. |
| | | Environmental scan of gender hires to determine whether gender imbalance exists and to identify any systemic barriers | VPA&R has begun (Nov 2018) a review of faculty hires by gender. Report due: January 2019 |

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| | | Committee members involved in the scan will include the VPA&R, Director of Academic Operations, VP Administration and Finance and Associate VP Human Resources. | |
| 1.e. | Evidence of comparative review | A report will be prepared, action items and time lines identified | VPA&R has begun (Nov 2018) a review of faculty hires by gender. Report due: January 2019 |
| 1.f. | Evidence of environmental scan | The results of 1.d. will be reviewed, issues identified, and action plan created. | Action plan will have deliverables, individuals assigned to tasks, and time lines. |
| 2.a.i | Recruitment policies & procedures | <p>Gender Equity in Hiring & Employment: Employment Equity at UPEI is about ensuring gender equity in hiring and employment. It is neither about discriminating against anyone, nor about sacrificing quality. Only qualified persons are to be hired. Therefore, the issue is the implementation of demonstrably fair standards and procedures. Gender Equity in Hiring & Employment (admhrdohs0003).pdf</p> <p>UPEI addresses the recruitment and retention of CRCs in Letter of Understanding #2 in the Faculty Collective Agreement (CA), pages 150-152.</p> <p>Within the recently ratified Faculty Collective Agreement,</p> <ul style="list-style-type: none"> • Article A-7 addresses Non-Discrimination • A7.3, a Joint Equity Committee has been established to consider and recommend any policies and procedures for equity related matters and to ensure, with the Employer, that training on any such equity related policies, procedures and practices is provided to committees considering selection, renewal, tenure/permanency and promotion. | Complete. No action required |
| 2.a.ii | Safeguards that are in place to ensure | 1) The Search Committee is trained in EDI issues | 1) UPEI is in the process of hiring an Equity |

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| | that recruitment practices are open and transparent | and must document they have completed the training. 2) A new Equity & Diversity Advisor's position has been posted. This person will review the search process prior to initiation and following completion of the search. 3) The Search Committee is comprised of a majority of faculty members, including a member appointed by the Faculty Association, and from more than one faculty. In addition, the committee is selected to ensure representation from the FDGs. | and Diversity Advisor. 2) Educate the still-to-be hired Equity & Diversity Advisor on CRC requirements and confirm the role this person will play in future CRC searches |
| 2.b. | Management of allocation of chairs and identification of who is involved | 1) The President and VPs review the allocation and the strategic needs of the faculties and programs. | Current practice. No new action. |
| 2.c. | Process for allocating chairs to department/faculty | Process: 1) UPEI research community is made aware of vacant positions 2) Deans receive a call for proposals. They are required to provide a strategy to identify and recruit FDGs. 3) Proposals are reviewed by the President & VPA&R for a decision in light of target-setting goals, university strategic plan and a decision is made. | Current practice. No action required. |
| 2.d. | When decisions are made to use the corridor of flexibility | As the Strategic Research Plan is reviewed within the University Strategic Plan, a decision may be made that a new program would benefit from a CRC. The decision would be made by the VPA&R and the President in consultation with the applicable Dean. | Current practice. No action required. |
| 2.e. | Renewal criteria and who is involved in decision | Process: 1) Based on information from CRC, the dean is advised by the Office of Research Services (ORS) that a Chair is eligible for renewal 18 months prior to renewal due date. 2) A committee of the Dean, Chair, and others knowledgeable about the chair's research form a review committee. | Current practice. No action required. |

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| | | <p>3) The chair provides a progress report on all activities related to the first part of the term and a plan for the renewal period.</p> <p>4) The committee reviews the plan, interviews the chair and makes a recommendation to the VPA&R, who subsequently makes a recommendation to the President.</p> <p>5) The President must approve the recommendation to proceed with the renewal.</p> | |
| 2.f. | Advancement criteria and who is involved in decision | <p>Process:</p> <p>1) Departmental Chair of the Tier 2 CRC makes a recommendation to the Dean.</p> <p>2) If supported, the VPA&R would consider and in discussion with the President, a decision to propose an advancement is made. The advancement proposal must be aligned with the Strategic University and Research Plans.</p> | Current practice. No action required. |
| 2.g. | Criteria for phase-outs and who is involved in decision | <p>Process:</p> <p>1) UPEI follows the guidelines provided on the CRC website.</p> <p>2) The VP&R discusses the process with the chair, the department Chair and Dean.</p> <p>3) Final decision is made by the VPA&R and the President.</p> | Current practice. No action required. |
| 2.h. | Process for determining level of support provided to chairholders and who is involved in the decision | <p>Process:</p> <p>1) A budget based on the needs of the chair and the research program is developed.</p> <p>2) The budget is developed by the nominee, the Dean, and VPA&R.</p> <p>3) The budget is reviewed by the VPA&R and the President to ensure that it is consistent with the budgets of existing and prior chairs.</p> | See 2.h.i. The research support scale will be added to the process to ensure equity |
| 2.i. | Safeguards to ensure members of FDGs are not disadvantaged in negotiations re level of support | Upon review of support offered to present and past chairs, a scale will be developed to ensure FDGs are not disadvantaged | Research support scale will be developed upon completion of review. Due by June 2019 |
| 2.j. | Measures to ensure career leaves do not disadvantage applicants to chair positions | <p>1) Recruitment documentation references the CRC website.</p> <p>2) Search committees are advised to review all</p> | Current practice. No action required. |

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| | | applications with the CRC policy on career interruptions in mind. | |
| 2.k. | Training and development activities | Chairs receive professional development funds as part of their participation in the UPEI Faculty Association. Additional funds may also be allocated to the chair, as identified through the budget development phase. | Current practice. No action required. |
| 3.a | Process and strategies for collecting and protecting self-identification data from applicants | A survey asking applicants to self-identify as a member of one of the four-targeted groups is sent upon receipt of the application | Current practice. No action required. |
| | Process and strategies for collecting and protecting self-identification data from chairholders | This information was collected once, many years ago when the Secretariat first asked for it. | Current practice. No action required. |
| 3.b. | Strategies for encouraging individuals to self-identify | Individuals are advised the information will be confidential to the VPA&R and the Strategic Research Initiatives Manager. A summary will be kept on file for CRC audit purposes and used to ensure we are reaching a broad audience. | Current practice. No action required. |
| 3.c. | Example of institution's self-identification form | See attached | Current practice. No action required. |
| 4.a.i. | How institution provides a supportive and inclusive workplace | <p>Documented examples of a supportive and inclusive workplace currently are being compiled, both by the newly constituted Joint Equity Committee and by individual faculties (e.g., see the Faculty of Arts Equity and Inclusion Website: https://upei.us5.list-manage.com/track/click?u=dd3fb90dfb6b5ac5f64839e65&id=a7ebb81f1e&e=fa43efa686</p> <p>For example, the Registrar is changing the application form from gender identifying checkboxes to an open ended question, "How do you identify your gender?".</p> <p>There are also a number of policies and programs to protect and support employees:</p> | <p>Once hired, the Equity and Diversity Advisor will be consulted for suggestions.</p> <p>Examples are being collected and will be reviewed and incorporated into a best practices document by June 2019.</p> |

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| | | <ul style="list-style-type: none"> • Fair Treatment Policy (govbrdgn10009) • Employee and Family Assistance Program http://www.upei.ca/hr/employee-and-family-assistance | |
| 4.a.ii | How support and inclusivity are monitored | Upon completion of the studies being undertaken by the VPA&R, an action plan to determine best practices will be developed. | Best practices will be developed and implemented by June 2019. |
| 4.b. | Procedures, policies and supports in place that enable the retention of individuals from the FDGs | Chairs fall under UPEI's collective agreement and there are a number of relevant sections including: <ul style="list-style-type: none"> • A-7 Non-discrimination • F-2 Grievance & Arbitration procedures | Current practice. No action. |
| 4.c. | Process by which the institution manages complaints from its chairholders/faculty related to equity within the program | <p>Faculty members can go directly to UPEI's Fair Treatment Advocate (currently Patsy MacLean of HRA Associates,), who administers the Fair Treatment policy.</p> <p>Chairs fall under UPEI's collective agreement and there are a number of relevant sections including:</p> <ul style="list-style-type: none"> • A-7 Non-discrimination • A-7.3 Joint Equity Committee • Section 3 addresses leaves (parental, sabbatical, study, without pay, compassionate, special, jury, etc.) • F-2 Grievance & Arbitration procedures <p>There are also a number of policies to protect faculty members:</p> <ul style="list-style-type: none"> • Fair Treatment Policy (govbrdgn10009) • Responsible Conduct of Research and Scholarly and Creative Work (admordgn10004) and its associated procedures for addressing allegations of misconduct in Scholarly Activity at UPEI | Current practice. No action. |

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| | | <ul style="list-style-type: none"> • Sexual Violence Policy (govbrdgn10019) | |
| 4.d | Contact information of an individual or individuals at the institution responsible for addressing any equity concerns/complaints regarding the management of the institution's chair allocation | <p>If the complaint falls under the Fair Treatment Policy, employees are encouraged to contact the Fair Treatment Advocate at 626-2520 or pmaclean@hra.ca.</p> <p>Depending on the nature of the complaint, it may be resolved in a variety of informal or formal means, including mediation.</p> <p>If the complaint is about how the institution's allocation is divided among faculties, the concern/complaint would go to the VPA&R,</p> | Current practice. No action. |
| 4.e.i. | Mechanism for how concerns/complaints are monitored and addressed | <p>If the complaint falls under the Fair Treatment Policy, employees are encouraged to contact the Fair Treatment Advocate. Depending on the nature of the complaint, it may be resolved in a variety of informal or formal means including mediation.</p> <p>Some concerns/complaints might go directly to the, VPA&R. Depending on the nature of the complaint, it could be addressed by the President and VPs, Deans Council, or be referred to our HR external consultant HRA and Associates.</p> | Current practice. No action. |
| | Mechanism for how concerns/complaints are reported to senior management | Depending of how the complaint is received and managed, there could be several approaches either coordinated by the Fair Treatment Advocate or by the VPA&R. Depending on the nature of the complaint, it could be addressed by the President and VPs or by Deans Council, as stipulated by the Fair Treatment Policy. The VPA&R would inform the President and the VPA&F (who oversees HR) of the complaint and any actions required. | Current practice. No action. |

