

UPEI Equity, Diversity and Inclusion Action Plan

15 December 2017

Note: This will be a living document and updated as we are able to implement new or modify existing processes.

Establishing equity and diversity targets

Institutions must establish [equity targets](#) to encourage and promote the participation of individuals from the Four Designated Groups FDGs within their allocation of Chairs. An institution's failure to participate in the target-setting exercise will result in the suspension of payments until the information has been provided to the Secretariat. UPEI completes this exercise whenever there is a vacancy or an anticipated vacancy. UPEI Chairholder status:

Name of Chairholder	End date of chair	Opportunity for renewal
Dr. Crawford Revie	31 July 2018	2 nd term. No further renewal
Dr. Russell Kerr (Tier 1)	31 July 2020	2 nd term. No further renewal
Dr. Kate Tilleczek (Tier 1)	31 December 2020	1 st term. Can be renewed
Dr. Sophie St-Hilaire	30 June 2021	2 nd term. No further renewal

UPEI last completed this in June 2017, it is posted on the UPEI [Chairs website](#) and it is shown below.

Target-Setting Tool for the Canada Research Chairs Program

Name of institution: University of Prince Edward Island

Date completed: June 12, 2017

Instructions: Enter the requested numerical data in Section I (grey cells only). Any gap between the target and the current representation is automatically calculated in Section II. This gap indicates whether there is an underrepresentation of any of the four designated groups among the Chairs at your institution.

SECTION I - Data Entry		
INPUT DATA		Number of active Chairs
Chairs by agency		
NSERC	3	1 vacant
CIHR	0	
SSHRC	1	1 vacant
Total active Chairs	4	
Chairs who are members of the designated groups		
Women	2	
Visible minorities		
Persons with disabilities		
Aboriginal Peoples		

SECTION II – Results				
RESULTS	Target	Occupancy	Gap	Gap (# of Chairs)*
Women	29%	50%	no gap	no gap
Visible minorities	15%	0%	15.0%	1
Persons with disabilities	4%	0%	4.0%	N/A
Aboriginal Peoples	1%	0%	1.0%	N/A

* If the number of Chairs needed to fill the gap is less than 0.5, the cell indicates N/A

Relevant UPEI Policies

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](#)

UPEI addresses the recruitment and retention of CRCs in Letter of Understanding #2 in the [Faculty Collective Agreement \(CA\)](#), pages 150-152.

Although UPEI recently advertised for a part-time Equity and Diversity Advisor, the competition (106E16) was unsuccessful. UPEI has a contract with [HR Atlantic](#) to address equity issues that cannot be handled through the UPEI Human Resources Department.

Within the recently ratified [Faculty Collective Agreement](#), Article A-7 addresses Non-Discrimination and in 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.

UPEI Management of the CRC Allocations and External Recruitment Process

New initiatives **(highlighted in green)** and modifications **(highlighted in yellow)** will be made to our process in order to respect the goals of the CRCP and the needs of our current and future Chairs.

1. Near the completion of a Chair’s term or if a vacant position is still available, The VPA&R initiates a review of UPEI’s CRC allocation and our target-setting results.
 - a. **New: complete the Target Setting Exercise prior to decision to seek each new chair. Current expectation is every three years.**
2. A call for proposals is sent to faculties/departments.
 - a. **Modification: The call for proposals will be modified to ask for a description of the strategy the department will use to identify and actively recruit members of designated groups and to ensure a fair and transparent process that supports equity, diversity and inclusion.**
3. Proposals are reviewed by the Vice President Academic & Research (VPA&R) after which discussions take place with the President and Vice Presidents to select a proposal.
 - a. **Modification: Discussion at senior level will include a review of the target setting goal and how the submitted proposals will address any gaps.**
4. The Dean of the successful proposal is notified and a faculty lead is assigned.

- a. *New: The faculty lead must have had training or be willing to take training in equity, diversity, inclusion and unconscious bias.*
5. A notice is sent to the FA and the research community describing the upcoming search.
 - a. *Modification: the notice will be modified to include statement regarding equity, diversity and inclusion and encouragement of individuals who have had career interruptions to apply.*
6. A Canada Research Chair Application Review Committee (CRCARC), chaired by the VPA&R, is struck with the majority being Faculty Members, including one appointed by the FA, and from more than one Faculty. In addition, the committee is selected to ensure gender equity, and representation from the designated groups.
 - a. *Modification: the process for the selection of the committee members will be documented for potential audit purpose.*
7. The CRCARC is asked to participate in on-line training for unconscious bias and to be sensitive to issues related to equity, diversity, inclusion and career interruption.
 - a. *Modification: CRCARC members will be asked to verify they have read "Rising Above Cognitive Errors" by JoAnn Moody (recommended by the CRCP and purchased by UPEI) and participated in on-line modules recommended by CRCP.*
 - b. *New: Human Resources will be asked to coordinate the development of training for CRCARC using internal or external resources.*
8. A search for candidates is advertised through a job posting on the UPEI website, CAUT (if there is time), other area-specific websites, and circulated broadly by the CRCARC members.
 - a. *Modification: The job posting language will be strengthened to reflect the CRCP's expectation that our postings invite members from the four targeted groups and individuals with CRC acceptable career interruptions to apply. The current language used on all UPEI postings "UPEI is committed to the principle of equity in employment."*
 - b. *Modification: The CRCARC will be asked to ensure the closing or initial review date is sufficient to allow for a maximum number of applicants from a variety of backgrounds.*
9. Inquiries from interested applicants are addressed by the lead faculty member.
 - a. *Modification: The lead faculty member will be reminded to be sensitive to issues related to inclusion, equity, diversity, and career interruptions.*
10. Assessment criteria is developed by the CRCARC.
 - a. *Assessment criteria is modeled after the expectations of a Chair available on the CRC website.*
11. Applications are reviewed by the CRCARC and a short list is recommended to the VPA&R
 - a. *New. A survey asking applicants if they self-identify as a member of one of the four targeted groups will be sent upon receipt of the application. The information will be confidential to the VPA&R and the Strategic Research Initiatives Manager. A summary will be kept on file for CRCP audit purposes.*
- The short-listed candidate is invited to campus by the VPA&R to interview, to meet with the CRCARC, faculty and staff from various departments, and to make public presentations. Current practice is to be sensitive to a candidate's needs for transportation, food allergies, etc. Also, meetings are set up with potential collaborators, which often includes faculty who might self-identify with the 4-targeted groups.
 - a. *Modification: The invited candidate and the individuals meeting with the candidate will be asked if any arrangements are needed to ensure accessibility.*

- A recommendation from the CRCARC is made to the President that a CRC nomination be prepared for the selected candidate.
 - a. *Modification: The recommendation will now include a summary of the process to ensure we were compliant with the CRCP's expectations for equity, diversity, and inclusion.*

Preparation of Nomination Documents

1. The faculty lead, the nominee, and the VPA&R office work together to prepare the nomination documents following the guidelines found on the CRC website to [nominate a Chair](#).
2. During the development of the nomination package, individuals are identified who are best able to speak to the calibre of the nominee and the proposed research program.
 - a. *Modification: When considering potential reviewers and referees, attention will be paid to the 4 Designated Groups to ensure broad representation.*
3. When Referees agree to write their letters of reference for the nominee they are provided with information from the [CRC website](#) regarding writing unbiased letters and encouraged to follow the guidelines.