



Vice-President Academic and Research

550 University Avenue, Charlottetown, PE, Canada C1A 4P3
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To: All Applicants of Canada Research Chair Competitions at UPEI
Re: Self-Identification Questionnaire

The University of Prince Edward Island is committed to the principles of equity, diversity and inclusion, both across the university and specifically within the Canada Research Chairs Program. The *UPEI Strategic Plan (2018 – 2023)* sets Inclusion, Equity, and Reconciliation as one of our four core values, and identified an Inclusive Campus Culture as one of the five priorities for the institution. The *UPEI Equity, Diversity, and Inclusion (EDI) Strategy* further guides the University in removing barriers, encouraging participation, and working towards an inclusive campus culture. We have also set out our specific commitments and goals for advancing equity, diversity, and inclusion in the *UPEI Canada Research Chairs Equity, Diversity & Inclusion Action Plan*. Finally, UPEI is also a proud signatory of the Dimensions Charter and is committed to putting those principles into practice to advance research excellence through equity, diversity and inclusion.

We welcome applications from women, Indigenous peoples, persons with disabilities, members of visible minorities as well as all other historically disadvantaged groups. In order to identify and remove systemic barriers within our processes, and to meet our obligations to the Canada Research Chairs Programme, we encourage you to self-identify through the Self-Identification Form for UPEI Canada Research Chair Positions.

If you have any questions or concerns regarding this matter, please contact either the undersigned at 902.566.0561 or vpar@upei.ca or alternatively you are welcome to speak to our institutional Equity, Diversity, and Inclusion Officer at 902.894.2840 or equity@upei.ca.

We hope you will choose to share this information as part of this process, and help advance equity, diversity, and inclusion in the research services program at UPEI.

Sincerely,

A handwritten signature in blue ink that reads "K. Gottschall-Pass".

Dr. Katherine Gottschall-Pass
Vice-President Academic and Research (Interim)



CONFIDENTIAL
**SELF-IDENTIFICATION FORM
FOR UPEI CANADA RESEARCH CHAIR POSITIONS**

The University of Prince Edward Island is working with the Canada Research Chair (CRC) Program to ensure all CRCs at UPEI have a recruitment and hiring process that is transparent, equitable, and unbiased. UPEI is also committed to meeting its CRC Program targets for hiring designated groups (women, Indigenous people, visible minorities, and people with disabilities).

All applicants are required to complete this form. However, you may choose not to self-identify by selecting that option in each question. Self-identifying is encouraged, and you may identify in more than one designated group.

Survey results assist UPEI in tracking progress, achieving our goals in creating a more equitable, diverse and inclusive campus, and identifying systemic barriers in our processes. The Canada Research Chairs Program sets out equity and diversity targets for the four designated groups (women, Indigenous people, visible minorities, and people with disabilities). UPEI does not publicly report this data, except in cases where the information is aggregated, and the count is above five.

These questions and definitions are consistent with the use of these terms by the Canada Research Chairs Program which relies on the standard used by Statistics Canada in the Census, and the wording relies primarily on the definitions of those terms within the federal [Employment Equity Act](#).

The personal information requested on this form is collected under the authority of Section 31 (c) of the PEI *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act and also in accordance with the UPEI *Access to Information and Protection of Personal Information and Privacy Policy*. The information collected through this process will be held confidentially, separate from all other employment or personal data. It will be used for the purpose of allowing UPEI to evaluate its CRC recruitment process to ensure it reflects principles of equity, diversity, and inclusion, and to measure our progress against our targets established by the CRC program. Access to the personal information in these forms is restricted on a need-to-know basis to a small number of designated staff members who provide oversight of the Canada Research Chairs Program. Unless you select the option to share this information with the search committee, it will only be shared with members of the search committee in situations where UPEI has a gap or anticipated gap in representation between the targets and the actual representation numbers at UPEI, in that case the names of self-identifying individuals within that category will be provided to the search committee. Direct any questions about this collection to the Equity, Diversity and Inclusion Officer, equity@upei.ca, 902.894.2840, 550 University Avenue, Charlottetown, PE, C1A 4P3.

For further information about UPEI's CRC Action Plan, please visit <https://www.upei.ca/research/research-chairs>

Accommodations will not be made based on the information gathered in this survey. If you require an accommodation during the recruitment process, please contact Ms. Jackie Podger, Vice-President Administration and Finance, at vpaf@upei.ca.

Please forward the completed form to Maria Steele, UPEI Research Services Manager, at mlsteele@upei.ca or Research Services Manager, Research Services, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE C1A 4P3.

1. Name of applicant:

2. E-mail:

3. Select the option that best describes your current gender identity.

<input type="checkbox"/>	Gender-fluid	<input type="checkbox"/>	Two-spirit
<input type="checkbox"/>	Man	<input type="checkbox"/>	Woman
<input type="checkbox"/>	Nonbinary	<input type="checkbox"/>	I don't identify with any option provided
<input type="checkbox"/>	Trans man	<input type="checkbox"/>	I prefer not to answer
<input type="checkbox"/>	Trans woman		

4. Select the sexual orientation that best describes how you currently think of yourself.

<input type="checkbox"/>	Asexual	<input type="checkbox"/>	Pansexual
<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Queer
<input type="checkbox"/>	Gay	<input type="checkbox"/>	Two-Spirit
<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	I don't identify with any option provided
<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	I prefer not to answer

5. Do you identify as Indigenous, that is, First Nation (North American Indian), Métis or Inuk (Inuit)?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	I prefer not to answer
<input type="checkbox"/>	No		

6. The [Employment Equity Act](#) defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour".

Do you identify as a member of a visible minority in Canada?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	I prefer not to answer
<input type="checkbox"/>	No		

7. The [Accessible Canada Act](#) defines disability as "any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society."

Do you identify as a person with a disability as described in the Act?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	I prefer not to answer
<input type="checkbox"/>	No		

8. Would you like this information shared with the search committee? (If you choose "no" it will only be shared with members of the search committee in situations where UPEI has a gap or anticipated gap in representation between the targets and the actual representation numbers at UPEI, in that case only the names of self-identifying individuals within that category will be provided to the search committee).

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Signature: _____

Date: _____