

Bilateral Committee on Equity in Hiring: Summary

Background

In the last round of Full Time negotiations, the Administration brought forward a proposal to update equity provisions in the CA. The WLUFA team agreed that the provisions needed updating, but felt that the issue would require more consideration than was possible during negotiations. Instead, an LOU was agreed to that created a Bilateral Committee on Equity in Hiring to do this work and report to the Joint Liaison Committee.

The Bilateral Committee started work in spring 2018 and has come up with a proposal for changes, based on a review of current language, research on hiring practices at other universities, and research on equity best practices.

The WLUFA members would like feedback from Executive to ensure there are no major red flags before bringing the proposal forward to JLC.

Committee Membership

WLUFA Representatives: Joanne Oud (co-chair), Rebecca Godderis, Rebekah Johnson

Administration Representatives: Pam Cant (co-chair), Heidi Northfield, Dana Lavoie

Supports: Sheila McKee-Protopapas and Michelle Jutzi

Major changes

1. Expanded definition of equity: the current language is limited in many cases to gender equity. The Committee proposes to expand this to include all equity-seeking groups (persons who identify as Indigenous, women, racialized, in a sexual minority, or as having a disability). Most of the proposed revisions flow from this major change.
2. Moved provisions from LOU#1 to the CA: an LOU appended to the CA outlined requirements for equitable hiring practices, but these were hidden and the Committee felt that many hiring committees were not aware of them. Nearly all these provisions have been integrated into the CA, mainly in Articles 13, 14, and 22, to make them more noticeable.
3. Hiring committee Equity representative: instead of the current requirement for a tenured female faculty member, the Committee proposes an Equity Representative, a tenured member of the hiring committee selected by the Committee. This Rep will attend Equity training and write reports to the Dean on how the hiring committee has incorporated equity into the hiring process.
4. Self-identification process: currently applicants from equity-seeking groups self-identify for Employment Equity purposes to the Dean. This process is problematic. Instead, the Committee proposes that all applicants be sent a survey to self-identify if they wish to. The survey would go to the former Diversity and Equity Office and information about applicants who self-identify will be given to the Equity Rep.
5. Provisions for consistency and standardization in the hiring process: a number of changes have been proposed to ensure that all candidates are treated consistently in the hiring process (a best practice in ensuring equity in hiring). These include things like using standard questions to gather interview feedback and only allowing Committee members who have participated in interviews to vote.

A detailed summary of proposed changes follows. For more details, please see the proposed language changes attached.

Detailed summary of proposed changes

| Article/Issue | Clause(s) | Change |
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| 8 Non-Discrimination | 8.1 | Added general statement on support for an “inclusive work environment free from discrimination” |
| | 8.3 | Changed language from 4 designated groups to the 5 equity-seeking groups, and provides updated terminology to describe those groups. The 5 th group (not in existing language) is “persons in a sexual and/or gender minority” |
| | 8.x | Relocated clause 22.7 Accommodations for Persons with Disabilities here, where it fits better, and expanded the clause to include workplace accommodations that fall under the Human Rights Code (e.g. religious) as well as for disability, as in the University’s Accommodation Policy. |
| 13.12, 14.8 Appointment and Promotion Committees | 13.12.1, 14.8.1 | Committee must be formed by July 1 (formerly Sept 15), so that there is enough time for equity training before Committee deliberations in September. |
| | 13.12.1(e), 14.8.1(c) | Requirement for one tenured female faculty member replaced with an Equity Representative, appointed by the Committee from its members. |
| | 13.12.1(f), 14.8.1(d) | Currently the Chair is required to attend equity training; the Equity Rep has been added to this. Training however is required once every 3 years instead of every year. |
| | 13.12.2, 14.8.2 | Committee members must have participated substantially in the interview process for all candidates to be able to vote on a hiring recommendation, or have reviewed the application to vote on Candidacy, tenure or promotion applications. |
| | 13.12.4 | The same provisions apply to Area Appointment Committees and the Department Appointment and Promotion Committee in Business. |
| 13.13, 14.9 Initiating and Recommending Appointments | 13.13.x, 14.9.x | Clause on advertisement and construction of the evaluation grid based on the qualifications in the advertisement. Relocated from LOU #1. |
| | 13.13.3, 14.9.4 | Updated language on where to advertise, removing the requirement to advertise in print. Addition of the need to advertise widely with the goal of obtaining a diverse pool of applicants. |
| | 13.13.y, 14.9.y | Clause on recruitment at conferences, relocated from LOU #1. Language more clearly applies to informal conference recruitment and the need to use this recruitment only to broaden the pool of applicants. |
| | 13.13.z, 14.9.z | Applicants should not be disadvantaged by the timing of their application if they apply within the time frames agreed on by the Committee. Clause relocated from LOU#1 and language clarified. |
| | 13.13.10, 14.9.xx, 14.9.7 | Language on the process of creating the short list, which includes the need to complete an assessment grid/evaluation form. Relocated from LOU#1. Added that the candidates should be evaluated only against the advertised qualifications. |
| | 13.13.xx, 14.9.11 | Approval of the short list by the Dean. Added a report to the Dean by the Equity Rep on equity processes and considerations used in the search. Both the Equity report and the usual report from the Chair on the recommended short list will be discussed in person with the Dean before inviting candidates for interviews. |

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| | 13.13.yy, 14.9.yy | Requirements for interview processes, relocated from LOU #1. Added that information on diversity and equity be given to each candidate during the interview, along with the WLUFA information pamphlet. Added that interview questions should be based on the advertised qualifications for the position. Changed the process of reviewing Official Files for internal candidates so that Files are now only reviewed once an internal candidate has been shortlisted. |
| | 13.13.zz, 14.9.zz | Language on post-interview evaluation of candidates, relocated from LOU #1. Added that the evaluation must be based on the advertised qualifications. Added that feedback from non-Committee members who participated in the interview must be gathered using standardized questions that relate to the advertised qualifications. |
| | 13.13.13, 14.9.13 | The Equity Rep will send an updated report to the Dean on how equity principles and processes were considered by the Committee, in addition to the usual report on candidate ranking sent by the Chair. |
| 14 Appointment of Librarians | 14.8.1 | The LAP Committee, rather than the Librarians-in-Council, will determine the Temporary Chair and requirements for quorum. This reflects current practice. |
| | 14.9.2 | The LAP Committee, rather than the Librarians-in-Council, will recommend qualifications for the position to the UL. This is consistent with the process used by Department Appointment and Promotion Committees, and avoids conflict of interest situations. |
| 22 Employment Equity | 22 (all) | Updated language referring to the 5 equity-seeking groups (replacing older language on designated groups). |
| | 22.2.3 | Clarified language on the calculation of underrepresentation to be a gap between actual and expected based on best available data (Statistics Canada or sector benchmarks), based on current practice |
| | 22.2.3(e) | Clarification in meaning. Language formerly said 'substantially equal', change to 'meet the qualifications for the advertised position equally' |
| | 22.2.3(f) | Removed requirement by APC on the characteristics of the applicant pool, since there is now a report by the Equity Rep on processes used to ensure equity in hiring, and data for the applicant pool report was based on guesswork. |
| | 22.3 | Removed section specific to gender equity, since this has been replaced by provisions applicable to all equity-seeking groups. |
| | 22.3.2, 22.3.x | Simplified reporting language since existing specifics are difficult to obtain. Reports now include an annual report on equity and underrepresentation in the academic unit (to the Dean/UL), and a report on underrepresentation in the academic subunit (to the APC Chair and Equity Rep) at the start of a hiring process. |
| | 22.3.4 | Stronger wording on university support for creating an environment of equity in career advancement. For tenure and promotion committees: at the Department/subunit level, all committees will have an Equity Rep as for hiring. The SPAT representatives will now be required to have equity training. |
| | 22.4 | Bilateral University-Association Employment Equity Advisory Committee renamed to Equity, Diversity, and Inclusion Advisory Committee. Some overly prescriptive specifics of the existing committee responsibilities (e.g. review of Statistics Canada data) removed, and replaced with more general emphasis on advising on creation of an inclusive work environment free from discrimination. |

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| | | Addition of links to other university equity committees and to the work of the Faculty Colleagues and SPAT Equity Representatives for better communication and to help avoid overlap. |
| | 22.6 | Equity training workshop will be held by Sept 15, rather than Oct 15, since tenure and promotion decisions are due by Oct 15 and training should be held before that. |
| LOU #1 | Most | Nearly all of this LOU has been moved into Articles 13 and 14 (see notes above), so hiring provisions are in one place and easier for Members to find. |
| | | <p>Guidelines for Position Advertisements has been kept as a new Appendix X, and specifies what needs to be included in job postings. Language has been updated, especially in allowing for current practice in wording of the Employment Equity Statement and immigration regulations.</p> <p>Changes to the process of self-identification by applicants wishing to identify as members of equity-seeking groups as part of the hiring process; applicants will now identify through a survey administered by Human Resources instead of directly to the Dean/UL.</p> |