

# **BILATERAL EQUITY IN HIRING COMMITTEE**

## **Proposed Language**

Article 8: Non-discrimination

Article 13: Appointment of Faculty

Article 14: Appointment of Librarians

Article 22: Employment Equity

Appendix X: Guidelines for Position Advertisements

## ARTICLE 8: NON-DISCRIMINATION

- 8.1** The Parties recognize a joint responsibility to ensure an inclusive work environment free from discrimination. The Parties agree that all Members have a right to ~~equal treatment~~be treated equitably with respect to employment and that there shall be no discrimination exercised or practised with respect to any Member in regard to salary, rank, appointment, promotion, tenure, reappointment, dismissal, leaves, or benefits on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, ~~and~~ gender expression, age, record of offences, marital status, family status, ~~handicap~~disability, political affiliation or belief, or membership or non-membership in the Association. Except as otherwise provided in this Agreement, the interpretation and application provisions of Part II of the Human Rights Code, RSO 1990, Chapter H.19, as amended, shall apply to the administration of this Article.
- 8.2** If candidates for appointment have been judged to be substantially equal in qualifications, priority will be given to those candidates who are Canadian citizens or permanent residents. This clause will be subject to amendment in accordance with changes in federal legislation.
- 8.3** This Article shall not preclude any employment equity or pay equity measures mandated by law or agreed to by the Parties, including any action that has as its object the increased representation of the ~~4 designated~~5 equity-seeking groups for employment equity within the University, namely those who identify as: Indigenous persons, women, racialized persons ~~minorities~~, persons in a sexual and/or gender minority and persons with disabilities, ~~and aboriginal people~~ as more particularly set out in Article 22.

### 8.X Workplace Accommodations ~~s for Members with Disabilities:~~

~~If funds are required to pay for services, equipment or other accommodations for a Member with disabilities, the Department Chair or equivalent shall consult with the Member and shall make a written request to the Dean or UL. This request shall list the type of accommodation required, and its intended purpose. The University shall review such requests, and these requests shall not be unreasonably denied. The University is committed to providing workplace accommodation as required by the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, and any other relevant legislation. Workplace accommodations shall be provided in accordance with the University's Employment Accommodation Policy (8.7).~~

## ARTICLE 13: APPOINTMENT OF FACULTY

### 13.11 Equity in Appointments:

The Parties agree to the principles of employment equity, and agree that appointment procedures shall be in accordance with Article 22.

### 13.12 Department (or equivalent) Appointment and Promotion Committee:

**13.12.1** By ~~September 15~~July 1 of each academic year, each department-in-council, or faculty-in-council in the case of Music, Education, and Social Work, shall elect an Appointment and Promotion Committee. Academic Programs ~~which that~~ have Members and ~~which that~~ are not organised as a department or faculty (e.g., Women ~~and Gender's~~ Studies) shall select a Committee in accordance with (h) below. The size of the Committee, quorum and method of election shall be determined by each such department-in-council, faculty-in-council, or Program Coordinating Committee provided that:

- (a) all members of the Appointment and Promotion Committee shall be Members holding Provisional, Candidacy or Tenured Appointments;
- (b) the Appointment and Promotion Committee shall consist of at least 5 Members of the academic unit or sub-unit;
- (c) a majority of members of a Department (or equivalent) Appointment and Promotion Committee shall hold tenured Appointments;
- (d) subject to (a) and (b) above, academic units or sub-units may choose to sit as a committee of the whole;
- (e) the Committee shall include at least one ~~female tenured faculty Member. Equity Representative who shall be tenured and who shall not be the Department Chair (or equivalent) or chair of the Committee. The Equity Representative(s) shall be selected by the Committee and shall have equity training as outlined in article 22.6.1. Academic units or sub-units with no such Member eligible to serve shall select a female tenured Faculty Member from a cognate unit or discipline to serve on the committee, following consultation with the Association pursuant to 22.3.1 (b).~~ A quorum for the Committee shall not exist unless ~~a tenured female Member~~an Equity Representative is in attendance, as a voting member of the Committee;
- (f) to assist with the implementation of University employment policies under Article 22, ~~the following shall apply; by October 15 of each academic year, pursuant to 22.6.1, the University, in consultation with the Association, shall provide a workshop on employment equity policies and procedures for the~~ E chairs and Equity Representatives of Appointment and Promotion Committees shall attend the workshop on employment equity policies and procedures pursuant to 22.6.1, prior to acting in the role during their first year in the position and at least once every 3 years thereafter;
  - ~~(i) departments or faculties with no female tenured faculty Member, or those recognized as under-represented by gender according to the Employment~~

~~Equity report under 22.3.2, and which do not have at least 2 tenured female faculty Members on the Appointment and Promotion Committee, shall select an additional female tenured faculty Member, following consultation with WLUFA pursuant to 22.3.1 (b), to serve as a non-voting member;~~

~~(ii) for departments with only one female tenured faculty Member on the Appointment and Promotion Committee, either that Member or the Appointment and Promotion Committee may require that a second female tenured faculty Member be appointed to serve as a non-voting member as described in (i) above;~~

~~(iii) by October 15 of each academic year, pursuant to 22.6.1, the University, in consultation with the Association, shall provide a workshop on employment equity policies and procedures for chairs (or designates) of Appointment and Promotion Committees and for Members serving under the terms of (i) and (ii) above;~~

(g) Departments with fewer than 5 eligible Members shall choose Members from the academic unit to serve on the Committee;

(h) Committees for Programs shall consist of at least 5 Members selected from and by the Program Coordinating Committee; if the Program Coordinating Committee does not include 5 eligible Members, the Program Coordinating Committee shall select additional Members from cognate disciplines in the academic unit to sit on the Program Appointment and Promotion Committee. If sufficient additional Members from cognate disciplines in the academic unit are not available, Member(s) from the discipline or a cognate discipline from another academic unit or sub-unit shall be appointed. The Program Coordinating Committee shall recommend these additional members to the Dean; this recommendation shall be subject to the approval of the Dean, and such approval shall be in writing and sent to the chair of the Program Coordinating Committee;

(x) in the Department of Business, there shall be an Appointment Committee for each Area and a Business Department Appointment and Promotion Committee (BDAP); the membership and the procedures of the Area Appointment Committees and the BDAP Committee shall be in accordance with 13.12.1 and 13.12.2, subject to the provisions in 13.12.4.1;

(i) the Department Chair (or equivalent) shall preside ex-officio over the Appointment and Promotion Committee and shall vote along with the other members of the Appointment and Promotion Committee; when the Chair (or equivalent) is ineligible to serve, the Committee shall elect one of its members to serve as chair;

(j) in academic units with faculties-in-council (Education, Music, and Social Work) the Temporary Chair shall preside ex-officio over the Appointment and Promotion Committee and shall vote along with the other members of the Appointment and Promotion Committee;

(k) in the event that an elected member is unable to carry out required Committee responsibilities, or has a declared conflict of interest, the Department or Faculty shall meet to elect a replacement for the remainder of the term of the office;

- (l) a Member applying for a Candidacy Appointment, Tenure, or Promotion to Assistant or Associate Professor shall not serve on the Department (or equivalent) Appointment and Promotion Committee for meetings concerning candidacy appointment, tenure, or promotion applications during the academic year when their application is to be considered. Subject to the provisions on conflict of interest pursuant to Article 9, a Member applying for a Candidacy Appointment, Tenure or Promotion to Assistant or Associate Professor is eligible to serve on the Appointment and Promotion committee for meetings concerning all other matters during the academic year when their own application is to be considered;
- (m) a Member applying for Promotion to Professor shall not serve on the Department (or equivalent) Appointment and Promotion Committee for meetings concerning promotion applications to Professor during the academic year when their own application is to be considered. Subject to the provisions on conflict of interest pursuant to Article 9, a Member applying for Promotion to Professor is eligible to serve on the Appointment and Promotion Committee for meetings concerning all other matters during the academic year when their own application is to be considered.

**13.12.2** The Appointment and Promotion Committee shall assess and recommend applicants for Provisional, Candidacy, Tenure and Limited Term Appointments, including applications for Joint or Cross Appointments, and candidates for promotion in rank. The Committee shall adhere to the procedures set out in 13.4, 13.13 and 15.4, as applicable, and to the principles and procedures on Employment Equity in Article 22 and set out in LOU #1 Appendix X.

- (a) In fulfilling its responsibilities pursuant to Article 13.4, recommendations for Candidacy Appointment, and Article 15: Promotion and Tenure, the Appointment and Promotion Committee shall follow the voting procedures below:
  - to be eligible to vote on hiring recommendations, committee members must have ~~attended the interviews~~ participated substantially in the interview process for all applicants for a position;
  - to be eligible to vote on recommendations for Candidacy appointments and promotion and tenure applications, committee members must have reviewed the complete applications for all candidates;
  - all members present at the meeting who are eligible to vote ~~voting members present at the meeting~~ shall vote on any recommendation;
  - all voters shall vote yea or nay;
  - a secret ballot shall be used;
  - the recommendation shall be framed in the affirmative;
- (b) the Committee's recommendation shall be determined by a simple majority vote, and failure to obtain a majority on any motion results in the defeat of the motion; the ballots shall be the official record of the vote and shall not be destroyed until a final decision is made. In matters not set out in this Agreement, the

Appointment and Promotion Committee shall determine its own procedures, and these procedures along with a list of Committee members shall be communicated in writing to the Dean and the Association by ~~September 15~~July 1 of each year.

#### **13.12.4 Appointment and Promotion Committees for the Department of Business:**

**13.12.4.1** In the Department of Business, there shall be an Appointment Committee for each Area and a Department of Business Appointment and Promotion Committee. The membership and the procedures of the BDAP Committee and the Area Appointment Committees shall be in accordance with 13.12.1 and 13.12.2 above, subject to the following:

- (x) Area Appointment Committees shall consist of at least 5 Members selected from and by the Area; the Area Coordinator shall preside ex-officio over the Area Appointment Committee and shall vote along with the other members of the Area Appointment Committee; when the Coordinator is ineligible to serve, the Committee shall elect one of its members to serve as chair;
- (y) each Area Appointment Committee shall include at least one Equity Representative who shall be tenured and who shall not be the Area Coordinator or chair of the Committee. The Equity Representative(s) shall be selected by the Committee and shall have equity training as outlined in article 22.6.1. A quorum for the Committee shall not exist unless an Equity Representative is in attendance as a voting member of the Committee;
- (a) Area Appointment Committees shall be responsible for recommendations on appointments, including recommending the academic qualifications and experience for positions pursuant to 13.13.2, and ~~for~~ conducting searches and recommending appointments in accordance with 13.13, except that under 13.13.12 and 13.13.13 the BDAP Committee shall serve as the department-in-council;
- (b) the BDAP Committee shall be responsible for recommendations on Candidacy Appointments, Tenure and Promotion;
- (c) the BDAP Committee shall be chaired by the Associate Dean and shall have one representative from each Area as a permanent member of the committee for the contract year. When a Member's application for a Candidacy Appointment, Tenure or Promotion comes before BDAP, there shall be 2 additional voting representatives from the Member's Area on the Committee. By ~~September 15~~July 1 of each academic year, each Area shall elect the Area's permanent member and the 2 other members for service on the BDAP Committee. One of the 3 Area representatives shall be the Area Coordinator. The Area Coordinator shall be responsible for presenting the Member's application to the committee-;
- (z) the BDAP Committee shall include at least one Equity Representative who shall be tenured and who shall not be the Associate Dean or chair of the Committee. The Equity Representative(s) shall be selected by the BDAP Committee and shall have equity training as outlined in article 22.6.1. A quorum for the Committee shall not exist unless an Equity Representative is in attendance as a voting member of the Committee.

### **13.13 Initiating and Recommending Appointments:**

**13.13.1** The Dean of each Faculty shall establish procedures for consultation and shall consult with their academic unit in determining the allocation of positions within the academic unit, but the final decision in such allocation, including rank, shall be that of the Dean.

**13.13.2** When it has been determined by the Dean that an appointment is to be made in a Department or Faculty or Program, the Appointment and Promotion Committee shall recommend to the Dean the academic qualifications and the experience required for the position. After having considered the Committee's recommendation concerning the above, the Dean shall authorize a search for a person to fill the allocated position, and the Department Chair or equivalent shall institute the search in accordance with the terms of this Agreement and University policies and procedures. In Music, Education and Social Work, the Dean, after having considered the Committee's recommendation, shall authorize, and the Dean, or ~~his or her~~ designate, shall institute the search.

**13.13.x** Each advertised full-time appointment shall have its own unique description with the components outlined in Appendix X. Advertisements appearing in different media must be consistent. At the time of the construction of the advertisement, the Appointment Committee shall develop an evaluation grid or assessment form based upon the qualifications identified in the advertisement. Committees shall not introduce new qualifications after the posting of the advertisement.

**13.13.3** Faculty Appointments ~~of Members~~ shall be made only after the University has advertised the positions internally by distribution to all Full-time Faculty and Contract Academic Staff, and by a posting in the academic sub-unit and on the University's web-page, and externally in appropriate publications which shall include University Affairs and the CAUT Bulletin ~~so far as publication schedules and policies permit. The positions shall be advertised as widely as possible, with the goal of obtaining a diverse pool of applicants. When the deadlines for applications for posted positions require it, advertisements in these and other external publications may be made through on-line postings only.~~

**13.13.y** Informal Conference Recruitment ~~at conferences or events~~ shall only be used to broaden the pool of candidates, not to narrow it. An applicant shall not be eliminated from consideration because of informal discussions with the applicant or others outside of the interview process at a conference. ~~Deviations from the practice (for example, a hiring late in the academic year) can only take place with prior consent of the Dean.~~

**13.13.4** When an appointment is to be made to more than one campus and/or location, the campus(es) and/or location(s) of the position shall be indicated in the job posting.

**13.13.z** All applications received up to the deadline shall be treated equally, with no advantage provided to those who submit early and no disadvantage to those who submit on, or just before, the deadline. If the Appointment Committee approves of the late acceptance of applications, they may only be considered if they are received prior to the first meeting of the Appointment Committee to review the applications. All late applications must be considered up to that date the date of the first Appointment Committee meeting and applicants cannot be disadvantaged for

[submitting the applications after the deadline.](#)

- 13.13.5** Where appointments must be made urgently, i.e., within one month of the commencement of the academic term for sound academic reasons, exceptions to [13.13.x and](#) 13.13.3 may be authorized by the Vice-President: Academic upon the recommendation of the Department and the Dean. When this exceptional practice is authorized, the Vice-President: Academic shall, within 5 days, inform the Association in writing giving reasons for the exception.
- 13.13.6** When a Limited Term Appointment is to be made under 13.6.2 and there is a fully qualified candidate currently in the employ of the University, the Department and Dean may recommend an appointment without a search to the Vice-President: Academic. Both the Dean and the Vice-President: Academic shall consider and make recommendations on a case by case basis according to the qualifications of the individual candidate. When the Vice-President: Academic denies such an appointment, they shall inform the Dean and Department in writing giving reasons for the decision, copied to the Association. If the Vice-President: Academic authorizes the appointment without a search, they shall, within 10 working days of receiving a signed Letter of Appointment, inform the Association in writing giving reasons for this exception to [13.13.x and](#) 13.13.3.
- 13.13.7** In exceptional circumstances, where there is a fully qualified Member on a Limited Term Appointment currently in the employ of the University, the Department and Dean may recommend a tenure-track appointment without a search to the Vice-President: Academic. Both the Dean and the Vice-President: Academic shall consider and make recommendations on a case by case basis according to the qualifications of the individual candidate. When the Vice-President: Academic denies such an appointment, they shall inform the Dean and Department in writing giving reasons for the decision, copied to the Association. If the Vice President: Academic authorizes the appointment without a search, they shall, within 10 working days, of receiving a signed Letter of Appointment, inform the Association in writing giving reasons for this exception to [13.13.x and](#) 13.13.3. If a search is undertaken, the Member shall be placed on the short-list and interviewed for the appointment.
- 13.13.8** Under 13.7.3.6 of the Part-time Contract Academic Staff Collective Agreement, if a new full-time position is created in a field or area in which a CAS member regularly teaches, or a member has seniority status in a course or courses that are likely to be taught by the new hire, the member has a right to apply for the position, and if they apply, and have the requisite qualifications as outlined in the job posting, the member shall be placed on the short-list, and interviewed for the appointment.
- 13.13.9** In exceptional circumstances, the recruitment of uniquely qualified, internationally recognized scholars may necessitate prompt hiring decisions to attract such individuals to the University. In such cases the department-in-council and Dean may recommend an appointment without search to the Vice-President: Academic. Both the Dean and the Vice-President: Academic shall consider and make recommendations on a case by case basis according to the qualifications of the individual candidate. When the Vice-President: Academic denies such an appointment, they shall inform the Dean and department-in-council in writing, giving reasons for the decision, copied to the Association. If the Vice President: Academic authorizes the appointment without a search, they shall, within 10 working days of receiving a signed Letter of Appointment, inform the Association in writing, giving reasons for this exception to [13.13.x and](#) 13.13.3.

**13.13.10** Under the direction of the chair of the Department (or equivalent) Appointment and Promotion Committee ~~and the Equity Representative~~, the appointment process shall follow the guidelines for fairness and equity in appointments set out in ~~the letter of understanding of May 28, 2009~~ Article 22. ~~After the deadline date, the Appointment Committee shall meet to evaluate the applicants and create the short list. Prior to the meeting, each member of the Appointment Committee shall complete a copy of the evaluation grid or assessment form for all the candidates. At the meeting, each applicant shall be evaluated only against the qualifications identified in the advertisement; not relative to the other candidates. In assessing candidates, consideration shall be given to the nature of the duties to be performed as advertised, to the character and quality of the degrees held, to the record of and potential for teaching, research, and other scholarly, creative or professional work. The assessment shall be made objectively on sound academic grounds. The committee must consider carefully if there are other candidates — a woman or other designated group member~~ qualified candidates from equity-seeking groups who should be included on the short list.

### **13.13.xx Approval of the Short List by the Dean**

As many short-listed candidates as possible should be approved for interview. The Appointment Committee ~~chair should~~ shall prepare a report which includes the ~~information required under Article 22.2.3 (f) of the Agreement~~ candidates recommended for the interview short list, their curriculum vitae, and the evaluation grid or assessment form used to assess and rank the candidates. The Chair shall discuss this report in person with the Dean. ~~The committee must consider carefully if there are other candidates — a woman or other designated group member — who should be included on the short list. This report and the curriculum vitae of the top-ranked candidates should be given to the Dean or University Librarian at the time of the approval of the short list for interview. The Committee Equity Representative shall prepare a report summarizing how equity principles and practices were considered in the search process in accordance with the equity training under 22.6.1, and shall discuss this report the search process has met equity guidelines. Both reports shall be discussed in person with the Dean. Both meetings with the Dean shall take place before candidates are contacted to arrange interviews.~~

**13.13.11** ~~On or before the date of an interview with a candidate, the Chair shall provide the candidate with a WLUFAs information pamphlet for new appointees. Copies of this pamphlet will be supplied by the Association.~~

### **13.13.yy Interview:**

- a) Before the date of the interview, candidates shall be provided with an interview schedule, names of Committee members, and the details for any academic presentation and/or teaching presentation.
- b) On or before the date of an interview with a candidate, the Chair shall provide the candidate with a WLUFAs information pamphlet for new appointees and information on Equity, Diversity and Equity Inclusion from Human Resources information

- pamphlet. Copies of the WLUFAs pamphlet will be supplied by the Association.
- b)c) \_\_\_\_\_ The interview must be standardized for all candidates for a position. All candidates shall be given the same instructions ~~and schedule~~, and similar schedules and settings for their presentation(s), subject to accommodation requests.
- e)d) \_\_\_\_\_ A set of standard questions based on the advertised qualifications shall be prepared in advance to serve as a guide during each candidate's interview with the committee. The questions shall conform to the Ontario Human Rights Commission's interview guidelines for permissible questions.
- d)e) \_\_\_\_\_ As per 13.12.2(a), Appointment Committee members shall participate substantially in the interview process for all applicants, and shall make every effort to attend the full interview segments (the interview, research presentation, teaching presentation) ~~for all candidates. There should be a consistent majority of members attending all interview segments for all candidates.~~
- e)f) \_\_\_\_\_ Subject to 13.6.11 or 14.6.8 or 14.6.8, as appropriate, Internal applicants should be advised to apply for the position as if they were external to the University. Appointment Committee members should systematically review the application material of internal candidates as if they were external candidates. ~~but will also review the Official File as part of the application documentation as required under Article 13.12.3 or 14.9.6 of the Agreement. Under 13.6.11 or 14.6.8 or 14.9.8, as appropriate, The Appointment Committee shall only review the Official Files of internal applicants as required under 13.12.3 if the internal applicants have been short-listed for interview.~~ Members who meet these qualifications under 13.6.11 or 13.13.8 shall be placed on the short-list and interviewed for the position. Non-qualified candidates must not be interviewed on a courtesy basis.

### **13.13.zz Post-Interview Evaluation:**

Candidates ~~shall must~~ be evaluated by the Appointment Committee on their performance during the interview. ~~There should be a~~ separate evaluation grid or ~~other instrument assessment form shall be developed~~ for the post-interview evaluation based on the advertised qualifications as manifested in the components of the interview ~~as they reflect the advertised qualifications. The post-interview evaluation should use criteria relevant to the segments of the interview. For example, the interview grid would include an evaluation of the candidate's presentation(s), interview with the committee, interaction with students, etc. If Departmental members, graduate students, or other non-Committee members attend components of the interview, a standardized form questions shall be developed and used to gather feedback related to those interview components the position requirements. should be canvassed for feedback using similar criteria.~~

**13.13.12** The Appointment and Promotion Committee shall recommend to a formal meeting of the faculty-in-council for Education, Social Work, and Music or departments-in-council or Coordinating Committees in other Faculties, a rank-ordered list of candidates recommended for appointment.

**13.13.13** The Department Chair or ~~Program Coordinator equivalent~~ shall forward to the Dean a rank-ordered list of candidates recommended for appointment, approved by the department-in-council or Coordinating Committee. In Education, Social Work and

Music, the recommendation to the Dean shall be made by the faculty-in-council chaired by the Temporary Chair. The recommendation to the Dean shall include a summary of the assessment made on how candidates meet the advertised requirements, including the character and quality of the degrees held, the record of teaching, and the scholarly, creative or professional work ~~of the candidates on the list~~. The Equity Representative shall forward to the Dean an updated report summarizing how the equity principles and processes were considered in the search process in accordance with the equity training under 22.6.1 has met equity guidelines. When a recommendation for a Limited Term Appointment needs to be made for urgent reasons in the Spring Term, and 5 Members are not available to constitute a Department (or equivalent) Appointment and Promotion Committee, the Chair, in consultation with available Members, may make the recommendation to the Dean.

**13.13.14** Upon the receipt of the recommendation and reports pursuant to 13.13.13, the Dean shall forward their own recommendation, along with the recommendation of the Department or Program or Faculty, to the Vice-President: Academic who shall forward these recommendations and reports and their own recommendation to the President.

**13.13.15** The President shall forward their recommendation, and the recommendations received pursuant to 13.13.13, to the Board, and the Board shall decide on the appointment.

## ARTICLE 14: APPOINTMENT OF LIBRARIANS

### 14.8 Librarian Appointment and Promotion (LAP) Committee:

**14.8.1** By ~~September 15~~July 1 of each academic year, the librarians-in-council shall elect members to the LAP Committee to serve for the academic year. The size of the Committee, ~~quorum, the Temporary chair~~, and the method of election shall be determined by the librarians-in-council, provided that:

- (a) all members of the Committee shall be Librarian Members with Continuing Appointments except as provided for in 16.5.4;
- ~~(b)~~ (b) the Committee shall consist of at least 5 members and shall determine the Temporary chair. If there are more than 5 members, the Committee shall determine quorum;
- ~~(c)~~ (c) the Committee shall include at least one Equity Representative who shall not be the LAP Committee chair. The Equity Representative(s) shall be selected by the Committee and shall have equity training as outlined in Article ~~22.3.3(e)~~22.6.1. A quorum for the Committee shall not exist unless an Equity Representative is in attendance as a voting member of the Committee;
- ~~(b)~~(d) to assist with the implementation of University employment policies under Article 22, the chairs and Equity Representatives of Appointment and Promotion Committees shall attend by October 15 of each academic year, pursuant to 22.6.1, the University, in consultation with the Association, shall provide a workshop on employment equity policies and procedures pursuant to 22.6.1 prior to acting in the role during their first year in the position and at least once every 3 years thereafter;
- ~~(e)~~(e) Members on leave of absence of 4 months or more shall not be eligible for election to the LAP Committee. In the event that an elected member is unable to carry out required Committee responsibilities, or has a declared conflict of interest, the librarians-in-council shall meet to elect a replacement for the remainder of the term of the office.
- ~~(d)~~(f) A Librarian Member applying for ~~Continuing Appointment or~~ Promotion shall not serve on the LAP Committee for meetings concerning ~~continuing appointment and~~ promotion applications during the academic year when their own application is to be considered. Subject to the provisions on conflict of interest pursuant to 9.2 and 9.2.1, such a Member is eligible to serve on the Committee for all other matters during the academic year when their own application is to be considered.
- ~~(e)~~(g) A Librarian Member of the University Librarians' Continuing Appointment and Promotion Committee (ULCAP) shall not serve on the LAP Committee for meetings concerning continuing appointment and promotion applications. Subject to the provisions on conflict of interest pursuant to 9.2 and 9.2.1, such a Member is eligible to serve on the LAP Committee for all other matters.

**14.8.2** The LAP Committee shall assess and recommend applicants for Provisional, Candidacy, Continuing, Limited Term, Joint or Cross Appointments and Department Head Appointments and their renewal under 21.6, including applications for Joint or

Cross Appointments, and candidates for promotion in rank in the University Library. The Committee shall adhere to the procedures set out in 14.9 and 16.5, and to the principles and procedures on Employment Equity in Article 22 and set out in Appendix X.

- (a) In fulfilling these responsibilities, the LAP Committee shall follow the voting procedures below:
- to be eligible to vote on hiring recommendations, committee members must have participated substantially in the interview process for all applicants for a position
  - to be eligible to vote on recommendations for Continuing appointments and promotion applications, committee members must have reviewed the complete applications for all candidates
  - all members present at the meeting who are eligible to vote shall vote on any recommendation;
  - all voters shall vote yea or nay;
  - a secret ballot shall be used;
  - the recommendation shall be framed in the affirmative;
  - the Committee's recommendation shall be determined by a simple majority vote, and failure to obtain a majority on any motion results in the defeat of the motion;
  - the ballots shall be the official record of the vote and shall not be destroyed until a final decision is made.
- (b) In matters not set out in this Agreement, the Committee shall determine its own procedures, and these procedures along with a list of Committee members shall be communicated in writing to the UL and the Association by September 15/July 1 of each year.

**14.8.3** The LAP Committee's recommendations on applications for Continuing Appointment and on candidates for promotion in rank shall be made in writing to the University Librarians' Continuing Appointment and Promotion Committee pursuant to 16.5. The LAP Committee's recommendations on Provisional, Candidacy, Limited Term, and Department Head Appointments, including applications for Joint or Cross Appointments, shall be made in writing to the UL and copy provided to the AUL, where applicable, pursuant to 14.9.

#### **14.9 Initiating and Recommending Appointments:**

**14.9.1** In assessing staffing needs of the professional librarian component of the Library staff, the UL shall consult with the librarians-in-council, but the final decision in the establishment of librarian positions shall be that of the Vice-President: Academic upon consideration of recommendations of the librarians-in-council and the UL.

**14.9.2** When it has been determined by the Vice-President: Academic that a librarian appointment is to be made, the ~~librarians in council~~ LAP Committee shall recommend to the UL the academic qualifications and experience required for the position. The UL, after having considered the ~~librarians in council's~~ LAP Committee's recommendation, shall authorize and institute the search.

**14.9.x** Each advertised full-time appointment shall have its own unique description with the components outlined in Appendix X. Advertisements appearing in different media must be consistent. At the time of the construction of the advertisement, the Appointment Committee shall develop an evaluation grid or assessment form based upon the qualifications identified in the advertisement. Committees shall not introduce new qualifications after the posting of the advertisement.

~~**14.9.3** A copy of the approved description of the position shall be sent by internal mail to all Librarian Members, and to the Association for posting.~~

**14.9.4** Librarian Appointments ~~of Members~~ shall be made only after the University has advertised the positions internally by ~~a posting in the academic unit~~ distribution to all Full-time and Part-time Librarians and by posting on the University's web-page, and externally in appropriate publications which shall include CAUT Bulletin, ~~and the Canadian Library Association's Feliciter so far as publication schedules and policies permit. When the deadlines for applications for posted positions require it, advertisements in these and other external publications may be made through on-line postings only. The positions shall be advertised as widely as possible, including in library-specific networks, with the goal of obtaining a diverse pool of applicants. to broaden the applicant pool~~

**14.9.y** ~~Conference- Informal~~ recruitment at conferences or events shall only be used to broaden the pool of candidates, not to narrow it. An applicant shall not be eliminated from consideration because of informal discussions with the applicant or others, outside of the interview process at a conference.

**14.9.5** When an appointment is to be made to more than one campus and/or location, the campus(es) and/or location(s) of the position shall be indicated in the job posting.

**14.9.6** Applications shall be sent to the UL, who shall forward them to the Temporary Chair of LAP and the ~~Member's~~ supervising AUL, if applicable.

**14.9.z** All applications received up to the deadline shall be treated equally, with no advantage provided to those who submit early and no disadvantage to those who submit on, or just before, the deadline. If the Appointment Committee approves of the late acceptance of applications, they may only be considered if they are received prior to the first meeting of the Appointment Committee to review the applications. All late applications must be considered up to that date and applicants cannot be disadvantaged for submitting the applications after the deadline. Potential applicants are entitled to rely on the advertised deadline date and shall not be subject to any disadvantage for having submitted the application on, or just before, the deadline date. As well, applicants shall not be subject to any advantage (over others who also met the deadline date) for having submitted the application well in advance of the deadline date. Applications received after the deadline date may only be considered if they are received prior to the first meeting of the Appointments Committee to review the applications, and if the Appointment

Committee approves of the late acceptance of applications. If the Appointment Committee decides to accept late applications, applicants must not be disadvantaged for submitting their applications after the deadline.

**14.9.xx12** Under the direction of the Temporary Chair of the LAP Committee **and the Equity Representative**, the appointment process shall follow the guidelines for fairness and equity in appointments set out in the letter of understanding of May 28, 2009**Article 22**. In assessing candidates, consideration shall be given to the nature of the duties to be performed as advertised, to the character and quality of the degrees held, and to the record of professional and other relevant experience. The assessment shall be made objectively on sound academic grounds.

**14.9.7** Within 15 days of the posted application deadline, the LAP Committee shall meet to review the applications **and create the short list**. Prior to the meeting, each member of the Appointment Committee shall complete a copy of the evaluation grid or assessment form for all of the candidates. At the meeting, each applicant shall be evaluated only against the qualifications identified in the advertisement, not relative to the other candidates. The assessment shall be made objectively on sound academic grounds. The Committee must consider carefully if there are **qualified candidates from equity-seeking groups who should be included on the short list**. When a Librarian Member applies for a position, the Member's supervising AUL, otherwise the UL, shall request a copy of the Member's Official File, which shall be forwarded to the Temporary Chair of the LAP Committee as part of the applicant's documentation within 10 days of the posted application deadline.

**14.9.8** Where appointments must be made urgently for sound academic reasons, exceptions to 14.9.x and 14.9.4 and 14.9.x may be authorized by the Vice-President: Academic upon the recommendation of the LAP Committee and the UL. When this exceptional practice is authorized, the Vice-President: Academic shall, within 5 days, inform the Association in writing giving reasons for the exception.

**14.9.9** When a Limited Term Appointment is to be made under 14.6.2 and there is a fully qualified candidate currently in the employ of the University, the LAP Committee and UL may recommend an appointment without a search to the Vice-President: Academic. Both the UL and the Vice-President: Academic shall consider and make recommendations on a case by case basis according to the qualifications of the individual candidate. When the Vice-President: Academic denies such an appointment, they shall inform the UL and LAP Committee in writing giving reasons for the decision, copied to the Association. If the Vice-President: Academic authorizes the appointment without a search, they shall, within 10 working days of receiving a signed Letter of Appointment, inform the Association in writing giving reasons for this exception to 14.9.x and 14.9.4 and 14.9.x.

**14.9.10** In exceptional circumstances, where there is a fully qualified Librarian Member on a Limited Term Appointment currently in the employ of the University, the LAP Committee and UL may recommend a Provisional, Candidacy or Continuing Appointment without a search to the Vice-President: Academic. Both the UL and the Vice-President: Academic shall consider and make recommendations on a case by case basis according to the qualifications of the individual candidate. When the Vice-President: Academic denies such an appointment, they shall inform the UL and LAP Committee in writing giving reasons for the decision, copied to the Association. If the Vice-President: Academic authorizes the appointment without a search, they shall, within 10 working days, of receiving a signed Letter of Appointment, inform the

Association in writing giving reasons for this exception to [14.9.x](#) and [14.9.4](#) ~~and [14.9.x](#)~~. If a search is undertaken, the Member shall be placed on the short-list and interviewed for the appointment.

#### **14.9.11 Approval of the Short List by the University Librarian**

~~As many short-listed candidates as possible should be approved for interview. The LAP Temporary Chair shall prepare a report which includes the candidates recommended for the interview short list, their curriculum vitae, and the evaluation grid or assessment form used to assess and rank the candidates. The Temporary Chair shall discuss this report with in person with the UL, and if applicable the supervising AUL. The Committee Equity Representative shall prepare a report summarizing how equity principles and practices were considered in the search process ~~has met equity guidelines~~ in accordance with the equity training under [22.6.1](#), and shall discuss this report. ~~Both reports shall be discussed in person with the UL, and if applicable the supervising AUL. Both meetings with the UL and AUL shall take place,~~ before candidates are contacted to arrange interviews. ~~After consultation with the UL, and if applicable the supervising AUL, the LAP Committee shall assess applications and draw up a short list. Prospective candidates shall be interviewed by the Committee, the UL, and the supervising AUL where relevant. Each internal candidate shall be interviewed by the LAP Committee, the UL, and the supervising AUL where relevant.~~~~

#### **14.9.yy Interview:**

- ~~a) Before the date of the interview, candidates shall be provided with an interview schedule, names of Committee members, and the details for any presentation(s).~~
- ~~b) On or before the date of an interview with a candidate, the Chair shall provide the candidate with a WLUFAs information pamphlet for new appointees and [information on Equity, Diversity and Equity Inclusion from Human Resources information pamphlet](#). Copies of the WLUFAs pamphlet will be supplied by the Association.~~
- ~~c) The interview must be standardized for all candidates for a position. All candidates shall be given the same instructions ~~and schedule~~, and similar settings ~~and schedules~~ for their presentation(s), [subject to accommodation requests](#).~~
- ~~d) A set of standard questions [based on the advertised qualifications](#) shall be prepared in advance to serve as a guide during each candidate's interview with the committee. The questions shall conform to the Ontario Human Rights Commission's interview guidelines for permissible questions.~~
- ~~e) Prospective candidates shall be interviewed by the Committee, the UL, and the supervising AUL where relevant. Each internal candidate shall be interviewed by the LAP Committee, the UL, and the supervising AUL where relevant.~~
- ~~f) [As per 14.8.2](#), Appointment Committee members shall [participate substantially in the interview process for all applicants, and shall make every effort to attend the full interview segments](#) ~~for all candidates. There should be a consistent majority of members attending all interview segments for all candidates.~~~~
- ~~g) [Subject to 14.6.8 or 14.6.8, as appropriate](#), **Internal** applicants should be advised to apply for the position as if they were external to the University. Appointment Committee members should systematically review the application material of internal candidates as if they were external candidates. [The Appointment Committee shall](#)~~

only review the Official Files of internal applicants as required under 14.9.7 if the internal applicants have been short-listed for interview., but will also review the Official File as part of the application documentation as required under Article 3.12.3 or 14.9.6 of the Agreement. Under 14.6.8 or 14.9.8, as appropriate, Members who meet these qualifications under 14.6.8 shall be placed on the short-list and interviewed for the position. Non-qualified candidates must not be interviewed on a courtesy basis.

#### **14.9.zz Post-Interview Evaluation:**

Candidates shall be evaluated by the Appointment Committee on their performance during the interview. A separate evaluation grid or other instrument shall be developed for the post-interview evaluation based on the advertised qualifications as manifested in the components of the interview as they reflect the advertised qualifications. If non-Committee members attend components of the interview, a standardized form questions shall be developed and used to gather feedback related to those interview components the position requirements.

~~14.9.12 Under the direction of the Temporary Chair of the LAP Committee, the appointment process shall follow the guidelines for fairness and equity in appointments set out in the letter of understanding of May 28, 2009. In assessing candidates, consideration shall be given to the nature of the duties to be performed as advertised, to the character and quality of the degrees held, and to the record of professional and other relevant experience. The assessment shall be made objectively on sound academic grounds.~~

**14.9.13** The LAP Temporary Chair shall forward to the supervising AUL, otherwise to the UL, a rank-ordered list of candidates recommended for appointment. The LAP Committee shall submit its recommendation of a rank-ordered short list of candidates to the supervising AUL, otherwise to the UL.; The recommendation which shall include a summary of the assessment made on how candidates meet the advertised requirements, including the character and quality of the degrees held and the record of professional and other relevant experience. The Equity Representative shall forward to the supervising AUL, otherwise the UL, an updated report summarizing how equity principles and processes were considered in the search process in accordance with the equity training under 22.6.1 has met equity guidelines.

**14.9.xxx** The supervising AUL, if applicable, shall forward his or her/their own recommendation along with the recommendation and report of the LAP Committee and the equity report to the UL. The UL shall forward their own recommendation along with the recommendations and reports of the LAP Committee and the supervising AUL, if applicable, to the Vice-President: Academic who shall make the final decision. The Vice-President: Academic shall not make any appointment of a Librarian Member including renewal or extension of an appointment without the recommendation of the LAP Committee.

**14.9.14** If appropriate procedures have not been followed, or if no suitable candidate is found, the Vice-President: Academic shall direct the UL to reinstitute the search in accordance with the provisions of this Article 14.

## ARTICLE 22: EMPLOYMENT EQUITY

### 22.1 General:

In accordance with the University's general commitment to non-discrimination, as contained in Article 8, and to the principles of employment equity, the Parties recognize that particular measures are required to promote equity in the employment ~~of those who identify as~~ Indigenous persons, women, ~~aboriginal peoples,~~ racialized persons, persons with disabilities, ~~persons who are in a visible minority in Canada,~~ and persons in a sexual and/or gender minority hereinafter collectively referred to as "the designated equity-seeking groups".

### 22.2 Equity in Employment:

**22.2.1** Consistent with the principles of employment equity, the Parties are committed to eliminating or modifying those employment policies, practices, and systems, whether formal or informal, shown to have an unfavourable effect on the appointment, retention, remuneration, and promotion of members of the designated equity-seeking groups.

**22.2.2** The University agrees to maintain search procedures in academic units and sub-units which require an active search for qualified persons from the designated equity-seeking groups, including:

- (a) advertisements which include the statement that the University is committed to employment equity and welcomes applications from qualified ~~women and men, including persons of all genders and sexual orientations, persons with disabilities, Aboriginal persons, and persons of a visible minority~~ members of the equity-seeking groups;
- (b) ~~providing to each chair of a Department (or equivalent) Appointment and Promotion Committee, under 13.12 and to the chair of the Librarians' Appointment and Promotion Committee under 14.8, a copy of the letter of understanding of May 28, 2009 which provides guidelines for fairness and equity in appointments;~~
- (~~b~~e) other such measures as authorized by the Dean or UL in consultation with the Chair or equivalent representative of Members of the academic unit or sub-unit, and the Employment Equity Coordinator.

**22.2.3** The Parties agree that it is desirable for the University's employee complement to change over time to reflect the evolving composition of Canadian society, including appropriate representation of the designated equity-seeking groups.

- (a) Based on a process of self-identification, the University shall maintain an ongoing employee data base to identify membership in the designated equity-seeking groups.

- (b) ~~For the purpose of defining under-representation by equity-seeking groups and for the reports on the composition of academic units and sub-units under 22.3.2, under representation shall be determined through the methods used by the Federal Contractors Program it shall be determined that under-representation exists when there is a gap between the actual and expected representation, based on data from Statistics Canada, when available, otherwise on sector benchmarks. "Under representation" by gender of equity-seeking groups shall be determined as defined in 22.3.3.~~
- (c) ~~"Under representation" of the other designated equity seeking groups as defined under 22.1 shall be deemed to exist when:~~
- (i) ~~Faculty Members of one of these designated equity seeking groups constitute a smaller proportion of the membership than exists in the national Canadian Accessibility Pool, as reported by Statistics Canada.~~
- (ii) ~~Librarian Members of one of these designated equity seeking groups constitute a smaller proportion of the membership than exists in the national Canadian Accessibility Pool, as reported by Statistics Canada.~~
- x) ~~-In order to ensure that the final stages of any appointment competition adequately reflect the diversity of Canadian society, appointment committees shall take special care not to eliminate at early stages potentially strong qualified candidates from equity-seeking groups. In selecting applicants for the final stage of competition, committees shall include the names of candidates from these groups who are potentially equal to other candidates at the final stage.~~
- (d) ~~Where there are no applicants from any of the designated under-represented equity-seeking groups for a position, or where the Department (or equivalent) Appointment and Promotion Committee recommends a short-list for interview which does not include a candidate(s) from one of the designated under-represented equity-seeking groups, the Dean or UL shall review the process and the reports of the Chair and the Equity Representative of the Appointment Committee recommendation of the Department Appointment and Promotion Committee prior to approving the short-list, as outlined in articles 13.13.xx and 14.9.11, and may, in light of the Employment Equity Plan Laurier's institutional priorities related to equity, diversity and inclusion, decide to continue with the existing short-list, to extend the competition deadline, to undertake additional advertising, or to take other measures needed to widen-diversify the applicant pool.~~
- (e) Subject to Article 8.2, the ~~best-qualified~~ person ~~who best meets the qualifications for the position as advertised~~ shall always be recommended for appointment. However, where the ~~qualifications of the~~ leading candidates for appointment ~~are substantially equal considered equally qualified for them~~ ~~meet the qualifications for the advertised position equally~~, and one ~~or more is from a~~ ~~identifies as a member of an under-represented designated equity-seeking group or groups for which under-representation has been found to exist~~, the

~~most qualified~~ candidate from an under-represented equity-seeking group shall be deemed the best qualified and shall be recommended for appointment. If the leading candidates meet the qualifications for the advertised position equally, and more than one is from an under-represented the under-represented equity-seeking group equally, the Department (or equivalent) Appointment and Promotion Committee shall forward the names of these se candidates equally to the Dean, and the Dean shall select the candidate for appointment in accordance with the University Employment Equity Plan Departmental Equity Report and Laurier's institutional priorities related to equity, diversity and inclusion.

~~In order to ensure that the final stages of any appointment competition adequately reflect the diversity of Canadian society, appointment committees shall take special care not to eliminate at early stages potentially strong candidates who are women, visible minorities, aboriginal people, persons with disabilities, or persons in a sexual and/or gender minority. In selecting applicants for the final stage of competition, committees shall include the names of candidates from these groups who are potentially equal to other candidates at the final stage.~~

(gf) At the time of making a hiring recommendation to the Dean/UL, the Department Appointment and Promotion Committee or equivalent shall ~~make create a reports, as outlined in articles 13.13.13 and 14.9.13, on the search process~~ which includes:

- (i) ~~a report by the Equity Representative(s) outlining measures taken by the Committee to ensure equity in hiring; the total number of applicants and the number with doctorates or appropriate professional qualifications, the numbers of male and female applicants where gender is known, and the numbers with doctorates or appropriate professional qualifications, and, where known, the same information for applicants from the other designated groups;~~
- (ii) a rank-ordered short-list which formally presents the qualifications of each candidate and the reasons for the ranking.

The Dean or UL shall review the eseis reports prior to recommending any formal offer of appointment.

## **22.3—Gender Equity:**

**22.3.1** ~~In keeping with the principle expressed in 22.2.3, and to address “under-representation” by gender the equity seeking groups in academic units and sub-units, the Parties agree to the following measures:~~

- (a) ~~where an academic unit or sub-unit is under-represented by gender an equity seeking group under 22.2.3 (b) and 22.3.3 and the Department (or equivalent) Appointment and Promotion Committee recommends a short-list for interview which does not include a female candidate from the equity-seeking group, the Dean or UL shall review the process and the~~

~~recommendation of the Department Appointment and Promotion Committee and may, in light of the Employment Equity Plan, decide to continue with the existing short list, to extend the competition deadline, to undertake additional advertising, or to take other measures needed to widen the applicant pool;~~

- ~~(b) — pursuant to 13.12.1 (e) and 14.8.1 (c), every Department (or equivalent) Appointment and Promotion Committee shall include at least one female tenured Faculty Member. Equity Representative who shall be tenured and who shall not be the Department Chair (or equivalent) or chair of the Committee. The Equity Representative(s) shall be selected by the Committee and shall have equity training as outlined in Article 22.3.1(c). In those instances where an academic unit or sub-unit must appoint such a member from outside the department (or equivalent), it shall consult with the Association before making the appointment. Members appointed to serve in this capacity shall be invited to participate in the Employment Equity workshop under 22.6.1;~~
- ~~(c) — pursuant to 13.12.1 (f), (iii) the chair or designate and Equity Representative(s) of the Department (or equivalent) Appointment and Promotion Committee shall participate in the Employment Equity Workshop under 22.6.1.~~

**~~22.32.24~~** To assist with appointment procedures, the Vice-President: Academic by September 30th of each academic year shall provide the Deans, and the UL, and the Appointment and Promotion Committee (or equivalent) Chairs or equivalents and Equity Representatives with a report on equity in the academic unit or sub-unit, including, as available, under-representation of equity-seeking groups. with the following information for each academic unit or sub-unit in accordance with the reports under 22.3.3:

**~~22.2.x~~** At the commencement of the hiring process, and prior to posting, the Appointment and Promotion Committee chair and Equity Representative(s) will be provided with detailed information regarding under-representation in their academic unit or sub-unit.

- ~~(a) — the number of searches for Member positions in the previous Contract Year; for each search, where known, the numbers of female and male applicants, the numbers of female and male applicants with doctorates or appropriate professional qualifications, and, where known, the gender of the appointee;~~
- ~~(b) — the composition by gender of the Members in each academic unit and sub-unit by rank and status of appointment;~~
- ~~(c) — the percentages of women and men, by discipline, in doctoral programs in Canada and in graduate degree programs in librarianship in Canada, as reported by Statistics Canada;~~
- ~~(d) — the percentage of doctoral degrees, by discipline, and graduate degrees in library science awarded in Canada to men and women, as reported by Statistics Canada;~~

- ~~(e) in so far as such information is known and available, information under (a), (b), (c), and~~
- ~~(d) above relating to aboriginal peoples, persons with disabilities, and persons in a visible minority;~~
- ~~(f) a statement whether the unit or sub-unit is subject to the definition(s) of under-representation provided for in this Article.~~

~~**22.3.3** For the purpose of defining "under-representation" by gender equity-seeking groups and for the reports on the composition of academic units and sub-units under 22.3.2, under-representation shall be determined through the methods used by the Federal Contractors Program. the following provisions shall apply:~~

- ~~(a) the Bilateral University Association Employment Equity Committee, under 22.5, shall review the Statistics Canada data and determine how they are to be applied to academic units and sub-units, as defined under (b) below;~~
- ~~(b) where possible, the assessment of "under-representation" shall be based on the composition of academic sub-units, and for this purpose Areas in the Department of Business shall be treated as academic sub-units; for the Faculties of Education, Music and Social Work, the assessment of "under-representation" shall be the academic unit;~~
- ~~(c) where Statistics Canada data for an academic unit or sub-unit under (b) above are available and applicable, under-representation by gender shall be deemed to exist when the number of female faculty members of an academic unit or sub-unit is 2 standard deviations below the five-year running mean of the number of female doctoral candidates in the discipline (as reported by Statistics Canada);~~
- ~~(d) where Statistics Canada data for an academic unit or sub-unit under (b) above are not available or not applicable, "under-representation" by gender exists when fewer than 40% of the tenured or tenure-track appointments are held by women;~~
- ~~(e) where Statistics Canada data are available and applicable, under-representation by gender shall be deemed to exist when Librarian Members of one gender constitute a smaller proportion of the membership than exists in the pool of students (as reported by Statistics Canada) in graduate degree programs of librarianship in Canada;~~
- ~~(f) the Bilateral University Association Employment Equity Committee shall conduct an annual review of Statistics Canada data under this Article, and shall issue a report providing the requisite information under 22.3.2 to the Vice-President: Academic and the Association by September 1 of each contract year.~~

## **22.32.45 Equity in Tenure and Promotion:**

The Parties recognize that ~~there may be differences between~~in the careers of ~~men and women~~Members from equity-seeking groups and that ~~these differences may be~~

~~impacted by Members because of systemic discrimination. These differences include, but are not limited to, the effects of primary responsibility for family care and related career interruptions, part-time education, lack of access to mentors and work history.~~

The following measures shall be implemented to protect against forms of systemic discrimination ~~in tenure and promotion which are a product of these career differences:~~

- (a) the University is committed to creating an environment ~~of equity in where these differences in education and career histories and family responsibilities do not bias appointment decisions, career advancement,~~ the evaluation of candidates in peer review processes, University grants, merit awards, and salary adjustments. Where ~~such equity~~ barriers are proven to exist, the University, in consultation with the Association, shall ~~work to~~ eliminate such barriers ~~to equal opportunity and career advancement;~~
- (b) ~~any committee involved in peer review shall have an Equity Representative as per Article 13.12.1(e) and 14.8.1(c);~~
- (bc) ~~in addition,~~ an ~~employment~~ Equity ~~R~~Representative shall sit as a non-voting member of the Senate Promotion and Tenure Committee. ~~This person One~~ ~~Equity R~~Representative and 2 alternates shall be selected by agreement between the President and the President of the Association from a list of Members approved annually by the Joint Liaison Committee. ~~This person~~ ~~These Members~~ shall ~~receive equity training as outlined in article 22.6.1, and shall~~ act as a resource to the Committee on equity processes, procedures and issues, and shall submit an annual report ~~identifying any equity-related concerns or recommendations~~ to the ~~Bilateral Equity, Diversity and Inclusion Advisory Committee President and the President of the Association with a copy~~ copies to ~~the President of the Association and~~ the chair of the Senate Promotion and Tenure Committee.

#### **22.43 Employment Equity ~~Coordinator~~ and Accessibility Officer:**

The University agrees to continue to staff the position of ~~Employment~~ Equity ~~Coordinator~~ and Accessibility Officer, reporting to the President or designate, to assist the University in fulfilling its commitment to non-discrimination, as stated in 8.1, and its commitment to promote employment equity, as stated in this Article.

#### **22.5-4 Bilateral University-Association ~~Employment~~ Equity, Diversity and Inclusion Advisory Committee:**

**22.54.1** ~~To~~ ~~To help create an inclusive work environment free from discrimination for Members, and to~~ assist with the implementation of the ~~equity~~ provisions of this ~~Article~~ Agreement, the Parties agree to establish a Bilateral University-Association ~~Employment~~ Equity, Diversity and Inclusion Committee within 60 days of the ratification of the Agreement. This committee shall consist of:

- (a) 3 representatives appointed by the Association, at least 2 of whom shall be identify as members of one-of-thean designatedequity-seeking groups and at least one (1) of whom shall be from the Brantford Campus;
- (b) 3 representatives appointed by the President, at least 2 of whom shall be identify as members of one-of-thean designatedequity-seeking groups and at least one (1) of whom shall be from the Brantford Campus;
- (c) the Employment-Equity Coordinatorand Accessibility Officer, who shall be a non-voting member.

One (1) of the Association representatives and one (1) of the University representatives shall serve as co-chairs of the Committee.

**22.54.2** The Bilateral University-Association Employment-Equity, Diversity and Inclusion Committee shall, with respect to Members, identify and make recommendations for addressing any systemic barriers in recruitment, hiring, employment, retention and promotion that discriminate against Members from equity-seeking groups. The Committee may:±

- ~~(a) at the call of the co-chairs, meet as required to fulfil its mandate and obligations under this clause 22.5;~~
- ~~(b) assist the Employment Equity Coordinator with the planning and preparation of the annual workshop on employment equity policies and procedures under 22.6.1, and consider requests for exemption from the workshop under 22.3.1 (b);~~
- ~~(c) review Statistics Canada data and information on the composition of academic sub-units and units, and submit a report under 22.3.3;~~
- ~~(d) receive and review the report which the University submits to the federal government under the Federal Contractors Program and Employment Equity Regulations, and the reports of the Employment Equity Coordinator;~~
- ~~(e) identify any systemic barriers in recruitment, employment and promotion policies and procedures that discriminate against aboriginal peoples, people with disabilities, persons in a visible minority, women, and persons in a sexual and/or gender minority;~~
- ~~(af) identify and review on an on-going basis employment equity plans of best practices for equity, diversity, and inclusion at other universities in Canada;~~
- (bg) provide information and recommendations to the University Employment Equity Advisory Committee and the Bilateral Committee on Systemic Equal Pay Issues concerning the realization of the University's commitment to non-discrimination and equity in the employment of members of the

~~designated equity-seeking~~ groups;

- ~~(c) review reports by Faculty Colleagues and the Equity Representatives on the Senate Promotion and Tenure Committee;~~
- ~~(d) assist with the planning and preparation of equity training and information for Members, such as the annual workshop on employment equity policies and procedures those items under 22.6.1, and the Equity pamphlet under 13.13.yy (b) and 14.9.yy (b).~~
- ~~(h) provide copies of all Committee reports and recommendations to the President and the Association.~~

~~The Committee shall, at the call of the co-chairs, meet at least three times per year to fulfil its mandate and obligations under this clause 22.54. Copies of all Committee reports and recommendations shall be provided to the President and the Association.~~

## **22.65 Employment Equity Workshop and Information:**

**22.65.1** By ~~October~~ September 15 of each academic year, the University, in consultation with the Association, shall provide an ~~Employment~~ Equity Workshop for chairs ~~or designates and Equity Representatives~~ of Appointment and Promotion Committees, and for Members who are designated to serve ~~on Appointment and Promotion Committees as Equity Representatives on other peer-review committees~~ or on the Senate Promotion and Tenure Committee under the provisions of this Article 22. Chairs and Equity Representatives of Appointment and Promotion Committees and Equity Representatives on the Senate Promotion and Tenure Committee shall participate in this workshop prior to acting in the role during their first year in the position, and at least once every 3 years thereafter.

**22.65.2** The University shall provide the following information to the Association:

- (a) by September 30th of each academic year, the reports listed in ~~22.3-22.2.4~~;
- ~~(b) the reports of the Employment Equity Coordinator relating to Members;~~
- ~~(eb) the equity reports which that the University submits to publishes as required by the federal government, and as related to Members under the Federal Contractors Program and Employment Equity Regulations when those reports are submitted.~~

## **~~22.7 Accommodations for Members with Disabilities:~~**

~~If funds are required to pay for services, equipment or other accommodations for a Member with disabilities, the Department Chair or equivalent shall consult with the Member and shall make a written request to the Dean or UL. This request shall list the type of accommodation required, and its intended purpose. The University shall review such requests, and these requests shall not be unreasonably denied.~~

## APPENDIX X:

### Guidelines for Position Advertisements

Each advertised full-time appointment ~~should~~ shall have its own unique description with the components outlined in the details below. Advertisements appearing in different media ~~must~~ shall be consistent.

The following components ~~should~~ shall be in all advertisements for each position:

- The area of specialization.
- The Department, or the Department and Area (for Departments with Areas), or the Program (for programs that are not Departments), or Faculty (in Faculties without Departments) of the appointment.
- The campus(es) and/or location(s) of the position.
- The rank of the position: When the advertised appointment could be made at more than one rank, there should be separate short lists for each rank.
- The type of position: Tenure-track, limited-term, etc.
- The duties and responsibilities of the position: These duties and responsibilities ~~should~~ shall be explicitly identified in the advertisement ~~and must coincide with the evaluative criteria to be used in the search.~~
- The qualifications required for appointment: These qualifications shall be explicitly identified in the advertisement and shall coincide with the evaluative criteria to be used in the search.
- The application package: The materials required to evaluate the candidates against the ~~duties and responsibilities~~ qualifications of the position must be stated to allow the systematic evaluation of candidates. ~~For Faculty Members, this will t~~Typically ~~this will~~ include a curriculum vitae, a teaching dossier (or equivalent record of teaching philosophy and practice), samples of published work, and names of referees.
- The submission of ~~information~~ applications: ~~Candidates should be informed to whom the application package should be addressed~~ Clear information on how to submit application packages shall be provided.
- Contact information shall be provided in the event that potential applicants have questions regarding the posting. ~~The contact person: Candidates should be given the~~ The name of a contact person if questions need to be answered shall be provided.
- ~~Deadline date.:~~ ~~Potential applicants should be entitled to rely on the deadline date and should not be subject to any disadvantage for having submitted the application on, or just before, the deadline date. As well, applicants should not be subject to any advantage (over others who also met the deadline date) for having submitted the application well in advance of the deadline date. Applications received after the deadline date may only be considered if they are received prior to the first meeting of the Appointments Committee to review the applications, and if the Appointments~~

~~Committee approves of the late acceptance of the application.~~

- ~~The University's current [Employment Equity Statement](#); The employment equity statement set out in Article 22.2.2(a) of the Collective Agreement must be in the advertisement:~~

~~"Wilfrid Laurier University is committed to equity and values diversity. We welcome applications from qualified women and men, including persons of all genders and sexual orientations, persons with disabilities, Aboriginal persons, and persons of a visible minority."~~

- ~~Immigration Regulations: The University's current statement regarding immigration and priority consideration for Canadians citizens and permanent residents. statement from Human Resources Skills Development Canada regarding immigration must be included in the advertisement:~~

~~"All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. In accordance with the requirements of Employment and Social Development Canada (ESDC) and the Department of Immigration, Refugees, and Citizenship Canada, the successful applicant will be required to prove they are legally able to work in Canada"~~

~~The current regulations allow simultaneous advertising, interviews, and consideration of Canadians and non-Canadians with priority given to Canadians.~~

- ~~Self-Identification Process Survey: [A means for candidates to self-identify as a members of an equity-seeking group for hiring purposes](#)The University's current [instructions for self-identification as members of equity-seeking groups for hiring purposes](#). The advertisement should provide candidates with a means to self-identify so that the information may be used in the development of the short list. Women do not need to self-identify; however, members of the other designated groups must self-identify to be considered for employment equity. It would be unwise to ask candidates to self-identify in their application letters without adequate monitoring of the appointments process. Candidates may self-identify, in confidence, to the Dean or appropriate Associate Dean in the Faculty of the appointment. This individual would then track the progress of these candidates through the development of the short list.~~