

EMPLOYMENT EQUITY

1. The Parties endorse the principle of equity in employment. Employment Equity involves hiring the most suitably qualified candidate for any open position while ensuring that the hiring process and the qualifications required for each position are fair and equitable for all persons. The Parties agree to cooperate in the identification and removal of all barriers to the recruitment, selection, hiring, retention, and promotion of the following groups: women, aboriginal peoples, persons with disabilities and visible minorities. Other groups as may be designated as under-represented in federal and provincial human rights legislation or agreed to by the Parties may be included in this list.
2. The Parties agree to work towards increasing the proportion within the Bargaining Unit of members of these groups, to improve their employment status and to ensure their full participation in the University community.
3. Based on a process of voluntary self-identification, the Employer shall maintain an ongoing employee data base to identify membership in the designated groups.
4. The Employer agrees to use search procedures to find qualified members of under-represented groups. These procedures shall include:
 - a) advertisements placed in the paper and electronic versions, at the discretion of the Appointments Committee, of *University Affairs (UA)* and the *Canadian Association of University Teachers (CAUT) Bulletin* or their successors, and in other relevant professional journals, national newspapers, listservs and websites.
 - b) In consultation with the Appointments Committees, the Employer, through Equity & Human Rights Services, shall develop and maintain a list of relevant contact associations representing designated groups to which notice of the advertisement shall be sent;
 - c) Advertisements shall state that the University is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, aboriginal people and persons with disabilities. All such advertisements shall be audited by the Office of Faculty Relations for compliance with this policy;
 - d) letters from the appropriate Dean, Chair and/or Director, as applicable, to their equivalents in other Canadian universities inviting qualified women, visible minorities, aboriginal people and persons with disabilities to apply for advertised positions;
 - e) other measures as authorized by the Dean, in consultation with the Chair of the Department or Director of the School searching for candidates and the office responsible for employment equity matters in the University.

5. When making a recommendation to the Dean, the Appointments Committee or equivalent shall make a report on the search process that shall include:
 - a) the total number of applicants and the number with doctorates or other appropriate professional qualifications, the numbers of male and female applicants and, where known, the same information for applicants from the other designated groups;
 - b) a ranked short-list which formally presents the qualifications of each candidate and the reasons for the ranking. This report shall also include explicit statement of the rationales for the exclusion of any qualified candidates who are known to be members of the designated groups. The Committee shall review this report before recommending any formal offer of Appointment;
 - c) where the information required in Clauses 5 a) and 5 b) of this Article is incomplete or otherwise problematic, the available information shall nevertheless be reported as fully as possible, with explanation. So as to improve the quality of this information, the Employer shall develop appropriate methods of collecting and reporting the information;
 - d) a comparison of the composition of the applicant pool with available data reflective of applicant pools for similar positions elsewhere in Canada shall be undertaken prior to short-listing of candidates. Should the comparison reveal a significant under-representation of a designated group, the Appointments Committee shall undertake further efforts to attract candidates from that designated group before short-listing.
6. The criteria used to evaluate candidates for Appointment, renewal, Promotion and Tenure shall not allow for systemic discrimination against members of designated groups.
7. The Employer shall fill and maintain the full-time position of Director of Equity & Human Rights Services and provide support for that position.
8. The Employer shall supply all Members chosen to serve on Appointments and Promotion and Tenure Committees with a copy of the current *Employment Equity Guide for Appointments Committees and Promotion and/or Tenure Committees*, and any other written information about the equity context and application of relevant federal and provincial legislation, including immigration statutes, and of University policies. This *Employment Equity Guide* shall also be made available, in electronic form, on both the University and the Association websites. Members shall familiarize themselves with such information as a condition of serving on such committees. Furthermore, the Dean, or designate, shall ensure that committees are aware of the relevant legislation and University policies, and the Dean or designate and the Members participating in the work of the committees shall share responsibility for ensuring that the relevant

legislation and University policies are followed throughout the deliberation of the committees. The committees may call upon the Office of Equity & Human Rights Services for assistance.

9. The Parties agree to maintain the presently established Employment Equity Committee. This Committee shall consist of: two representatives appointed by the Association, at least one of whom shall be a member of one of the designated groups; two representatives appointed by the Employer, at least one of whom shall be a member of one of the designated groups; and the Director of Equity & Human Rights Services, who shall be a non-voting member. A representative of the Association and a representative of the Employer shall serve as co-chairs of the Committee.
10. The Employment Equity Committee shall be advisory to the President's Standing Committee on Employment Equity and shall:
 - a) serve as a vehicle for discussions between the Parties concerning the development, implementation and monitoring of such equity programs as are or may be required by law, or by University policy and this Collective Agreement;
 - b) periodically review the criteria for the evaluation of candidates for Appointment, renewal, Promotion and Tenure, and the implementation of these criteria, to determine whether either the criteria or practices systemically discriminate against members of designated groups;
 - c) consider, after completion of an annual statistical survey and analysis by the Office of Equity & Human Rights Services and the Committee, whether or not, and to what extent, there are inequities in the representation of designated groups within the Membership of the Bargaining Unit;
 - d) consider whether or not there are other groups of persons who have a reasonable, just and demonstrable claim for consideration, in addition to the individual protections provided to them pursuant to the Article *Discrimination and Harassment*. If the Employment Equity Committee identifies such situations, it may bring forward recommendations to the Association and the Employer for consideration;
 - e) through the Joint Committee, submit recommendations to the Employer and the Association for consideration, and to the President's Standing Committee on Employment Equity for information.