

## TABLE OF CONTENTS

You may complete sections individually by selecting them from the table of contents. At the end of each section, you will be redirected to this table of content to select another section to complete or to review. Alternatively, you may complete the full report, without going back to this table of content between each section, by selecting the option "Complete Full Report".

CRCP Institutional EDI Action Plan - Key Objective(s)

### Important Note

(Once you have read the statement below, click the radio button beside it.)

Please note that the information you enter in your report is only saved when clicking on the "Save and Next" button at the bottom of the page. Using the browser navigation buttons or the "Continue Later" button at the bottom of the page **will not save** the information entered on the page. If after clicking "Save and Next" you see a "Page has errors" message in red, near the top of the page, it means that at least one field is missing information. In such an instance, the empty field will have the words "Answer is incomplete" underneath it, in red.

This report includes mandatory reporting on 1) the CRCP institutional equity, diversity and inclusion action plan (IEDIAP) and 2) the \$50,000 EDI Stipend.

Your institution must submit the report by the deadline date indicated by the program, and must cover the reporting period identified by the program.

Institutions are required to post the most up to date version of their EDI action plan on their [public accountability web pages](#).

Each year, institutions must also publicly post a copy of this report to their public accountability web pages within 7 working days after the deadline for submitting the report to TIPS. TIPS will review the report each year; in addition, the annual report(s) will be provided to the external EDI Review Committee, when it is convened every few years, to evaluate the progress made in bolstering EDI at the respective institution and to provide context for future iterations of the EDI action plan.

All sections of the form are mandatory (unless otherwise noted).

### Contact information

#### Please complete the fields below.

#### Name of Institution:

University of Northern British Columbia

#### Contact Name:

Mark Barnes

#### Position Title:

Director, Research and Innovation

#### Institutional Email:

mark.barnes@unbc.ca

#### Institutional Telephone Number:

250-960-5184

**The link for the EDI progress report and EDI Stipend report:**

<https://ca1se.voxco.com/SE/?st=jeuW6suXm8k3Ct0XM1n9bz3j3Dx9FJ0r92yf4cTY0BA%3D>

Does your institution have an EDI Action Plan for the CRCP?

Yes

**PART A: EDI Action Plan** - Reporting on Key Objectives Analyses, Systemic Barriers, Objectives and Indicators

Date of most recent plan (e.g. latest revision of the public plan):

04/30/2021

Rating given action plan in most recent review process:

Conditionally Satisfies

Name of vice-president level representative responsible for ensuring the implementation of the plan:

Dr. Kathy Lewis, Acting Vice-President Research and Innovation

In developing their action plans, institutions were required to conduct: 1) an employment systems review; 2) a comparative review; and 3) an environmental scan (see program requirements [here](#)). These assessments were required in order to identify the specific systemic barriers and/or challenges that are faced by underrepresented groups (e.g. women, persons with disabilities, Indigenous peoples and racialized minorities at the respective institution; institutions were then required to develop key S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) objectives and actions to address them.

Indicate what your institution's key EDI objectives are (up to six) as outlined in the most recent version of your action plan (either the one approved by TIPS or the one current under review by TIPS), as well as the systemic barriers/challenges identified that these objectives must address. Please note that objectives should be S.M.A.R.T. and include a measurement strategy. List the corresponding actions and indicators (as indicated in your institutional EDI action plan) for each objective, and outline: a) what progress has been made during the reporting period; b) what actions were undertaken; c) the data gathered; and d) indicators used to assess the outcomes and impacts of the actions. Please note that indicators can be both quantitative and qualitative and should be specific. Outline next steps and use the contextual information box to provide any additional information (e.g. course correction, obstacles, lessons learned, etc.) for each objective.

**Key Objective 1**

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 1:

Create a readily accessible web source on accommodations for employees. Ensure that CRC postings contain information about and links to accommodation policies/practices and contact information for requests.

**Systemic barriers -**

Please provide a high-level description of the systemic barriers (e.g. summarize what the barriers are and how they were identified):

There is no specific site for nominees to go to to access and/or request accommodations, and currently no accommodations policy. This gap/barrier was identified through an employment systems review.

Corresponding actions undertaken to address the barriers:

Using the EDI Stipend, an external consulting company was employed to provide recommendations for a number of our key EDIAP objectives including accommodations. Development of an accommodations policy is under discussion with HR.

Data gathered and Indicator(s) - can be both qualitative and quantitative:

The external consultant (EC) reviewed best practices at other institutions: i) draft a concise description of available accommodations for inclusion in job postings; ii) provide link to more detailed statements on the HR website; iii) Link through this statement to the Health and Wellbeing website where information on policies and processes related to accommodations and supports are located; iv) include a contact person for accommodations requests with statement that indicates the safeguard of the contact having no influence over the hiring process.

Progress and/or Outcomes and Impacts made during the reporting period:

These recommendations are presently being worked on by HR staff in consultation with Communications (for web content production). Policy development (and associated institutional processing) may take longer. There are currently two people in Health and Wellbeing who have access to accommodations requests to protect confidentiality and medical information who are never involved in the hiring process. Clarity around the request process as recommended is now underway.

**Challenges encountered during the reporting period:**

Lack of capacity to advance many of the EDIAP goals and objectives in a timely way was identified, and a consultant hired to gather data, examine best practices at comparator institutions, and make recommendations that would enable progress. We are now in the stage of acting on the recommendations.

**Next Steps (indicate specific dates/timelines):**

HR and Communications will aim to have the web source on accommodations launched by August 2021. Revised posting language for CRC nominations will also be completed August 2021. Policy development and approval may take longer but is underway.

**Was funding from the CRCP EDI stipend used for this key objective?**

Yes

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective:

0

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

The EDI Stipend was used to pay an external consultant to collect data, consult with comparator institutions, research best practices and provide recommendations to advance key objectives. Therefore it is difficult to put an exact dollar figure onto each objective so we have taken an average across the 4 objectives. Approximately 40% of one UNBC staff member's time was dedicated to supporting the advancement of these objectives, which is reflected in the in-kind contributions below.

**EDI Stipend Impact Rating**

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this key objective:

Major impact (the EDI Stipend had a major impact on achieving progress)

**Indicate in the table below any leveraged cash or in-kind contributions provided by the institution**

Leveraged cash or in-kind contributions from your institution (if applicable):

	Amount \$	Source / Type (cash or in-kind)
1	6583	in-kind
2	12500	cash

**Do you have other key objectives to add?**

Yes

**Key Objective 2**

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 2:

Creation of website and job-posting EDI commitment statements to be included on Career Opportunities website and in CRC nomination postings. Presidential EDI statement to be posted on the CRC EDI landing page.

**Systemic barriers -**

Please provide a high-level description of the systemic barriers (e.g. summarize what the barriers are and how they were identified):

As identified in the employment systems review, it is important that UNBC communicate its commitment to EDI clearly and fully in a variety of domains, and that senior leadership model and promote EDI as a pillar of the institution. Incorporating commitment statements on websites and in job postings that describe the steps being taken to ensure that the university is inclusive and welcoming of people in underrepresented groups will help those individuals to recognize that UNBC is working to address these issues and contribute to confidence that they will be welcomed and supported at UNBC.

**Corresponding actions undertaken to address the barriers:**

Using the EDI Stipend, an external consulting company was employed to provide recommendations for a number of our key EDIAP objectives including language and communication changes on HR's Career Opportunity website and in job and CRC nomination postings.

**Data gathered and Indicator(s) - can be both qualitative and quantitative:**

Recommendations include: i) draft website content specific to "Why apply to UNBC?" and "How UNBC will support new faculty and staff" with specifics about how UNBC will support the successful candidate's family in building community at UNBC and in the city in general (links to external family supports and necessary (e.g. school district; faith-based information; IMSS; etc.) resources. Indicators: Increased numbers of FDG members applying; positive feedback received on resources provided.

**Progress and/or Outcomes and Impacts made during the reporting period:**

President's statement was prepared by the Interim President (Dr. Geoff Payne) and has been added to the CRC EDI webpage. HR is working on statements and updates to webpages as well as ensuring links to community resources.

**Challenges encountered during the reporting period:**

Our ongoing challenge common to advancing our EDIAP in general, is human resources. With recommendations provided, it is hoped that these key objectives will be advanced in a timely manner.

**Next Steps (indicate specific dates/timelines):**

Update sites and job/nomination postings with statements and inclusive language; Work with members of the FDG's and CRC's to develop a comprehensive plan for supporting new faculty to UNBC. HR aims to have this work completed by August 2021.

**Was funding from the CRCP EDI stipend used for this key objective?**

Yes

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective:

0

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

The EDI Stipend was used to pay an external consultant to collect data, consult with comparator institutions, research best practices and provide recommendations to advance key objectives. Therefore it is difficult to put an exact dollar figure onto each objective so we have taken an average across the 4 objectives. Approximately 40% of one UNBC staff member's time was dedicated to supporting the advancement of these objectives, which is reflected in the in-kind contributions below.

**EDI Stipend Impact Rating**

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this key objective:

Extensive impact (the EDI Stipend had an extensive impact on achieving progress)

**Indicate in the table below any leveraged cash or in-kind contributions provided by the institution**

Leveraged cash or in-kind contributions from your institution (if applicable):

	Amount \$	Source / Type (cash or in-kind)
1	6583	in-kind
2	12500	cash

**Key Objective 3**

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 3:

Incorporate EDI into Strategic Research Plan and work with researchers in EDI-related areas to articulate a potential thematic pillar.

**Systemic barriers -**

Please provide a high-level description of the systemic barriers (e.g. summarize what the barriers are and how they were identified):

Identified via the employment systems review and the environmental scan, the use of inclusive language throughout the Strategic Research Plan contributes to an overall understanding that research thrives on diversity, and that people from underrepresented groups are welcome at our small, research intensive and geographically isolated university. Development of a potential EDI-themed pillar is another way of contributing to a culture shift by signaling the importance of the type of research that values inclusion of diverse peoples.

**Corresponding actions undertaken to address the barriers:**

Using the EDI Stipend, an external consulting company was employed to provide recommendations for a number of our key EDIAP objectives including updates to the SRP regarding EDI principles and language.

**Data gathered and Indicator(s) - can be both qualitative and quantitative:**

Recommendations include: i) include a territorial acknowledgement at the beginning of the SRP; ii) Have the president compose a specific message that builds on the President's EDI Statement and include at the beginning of the SRP; iii) incorporate research success details and graphics; iv) Develop an EDI research principle/value which should reference the institution's values of inclusiveness and diversity.

**Progress and/or Outcomes and Impacts made during the reporting period:**

Renewal of the SRP will take place in January 2022 for completion in April 2022 that will include revised language and potentially a new EDI-themed pillar.

**Challenges encountered during the reporting period:**

UNBC delayed renewing the SRP due to the significant amount of work faculty, student and staff were doing to have to suddenly transition to online learning as a result of COVID-19. To do the SRP renewal properly, we need to do widespread and in-depth consultation with faculty especially and they were over-the-top busy with the transition. This work will continue later this calendar year.

**Next Steps (indicate specific dates/timelines):**

SRP to be renewed starting January 2022 and with anticipated completion date of April 2022.

**Was funding from the CRCP EDI stipend used for this key objective?**

Yes

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective:

0

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

The EDI Stipend was used to pay an external consultant to collect data, consult with comparator institutions, research best practices and provide recommendations to advance key objectives. Therefore it is difficult to put an exact dollar figure onto each objective so we have taken an average across the 4 objectives. Approximately 40% of one UNBC staff member's time was dedicated to supporting the advancement of these objectives, which is reflected in the in-kind contributions below.

**EDI Stipend Impact Rating**

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this key objective:

Major impact (the EDI Stipend had a major impact on achieving progress)

**Indicate in the table below any leveraged cash or in-kind contributions provided by the institution**

Leveraged cash or in-kind contributions from your institution (if applicable):

	Amount \$	Source / Type (cash or in-kind)
1	6583	in-kind
2	12500	cash

**Key Objective 4**

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 4:

Revise Self-identification form with more fulsome and inclusive definitions and choices for the FDG's, LGBTQ2S+ and intersectionality that is separate from questions of criminal record and immigration status. Appropriate and safeguarded data storage and management system in place.

**Systemic barriers -**

Please provide a high-level description of the systemic barriers (e.g. summarize what the barriers are and how they were identified):

Identified in the employment systems review, the self-id form was attached to questions of criminal record and immigration status which could be a potential deterrent to responding. The questions were also highly limiting and would not provide robust data on the four designated groups, LGBTQ2S+ or intersections thereof. Recognition that a safeguarded self-id data storage and management system is needed to provide confidence to applicants that their information is secure was also identified during the employment systems review.

**Corresponding actions undertaken to address the barriers:**

Using the EDI Stipend, an external consulting company was employed to provide recommendations for a number of our key EDIAP objectives including for self-id form and data storage system updates.

**Data gathered and Indicator(s) - can be both qualitative and quantitative:**

Recommendations include: i) a separate self-id form that includes a statement about UNBC's commitment to diversity and employment equity; ii) a request to complete the self-identification section of the form with an explanation of why this is important; iii) list of options for self-identification that include the FDG's and LGBTQ2S+ communities and with an option not to self-identify and to identify as other than what is offered; iv) instructions for submitting the form; v) work with UNBC's Privacy and Information Technology team to meet the needs of self-identification data security and privacy. Indicators would include increased numbers of CRC nominees self-identifying.

**Progress and/or Outcomes and Impacts made during the reporting period:**

Self-id form was completely revised and developed based on the recommendations. Discussions about appropriate storage and management of data have occurred and options are under consideration. Self-id campaign to encourage self-identification at any stage of employment will be handled by HR and the soon to be established Office of Equity Affairs. This will provide more robust data about representation of the FDG's + at UNBC.

**Challenges encountered during the reporting period:**

Self-id campaign will be handled by the Office of Equity Affairs in collaboration with HR. This position is yet to be filled.

**Next Steps (indicate specific dates/timelines):**

Decisions to be made about data storage and management system and system in place by December 2021.

**Was funding from the CRCP EDI stipend used for this key objective?**

Yes

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

The EDI Stipend was used to pay an external consultant to collect data, consult with comparator institutions, research best practices and provide recommendations to advance key objectives. Therefore it is difficult to put an exact dollar figure onto each objective so we have taken an average across the 4 objectives. Approximately 40% of one UNBC staff member's time was dedicated to supporting the advancement of these objectives, which is reflected in the in-kind contributions below.

**EDI Stipend Impact Rating**

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this key objective:

Major impact (the EDI Stipend had a major impact on achieving progress)

**Indicate in the table below any leveraged cash or in-kind contributions provided by the institution**

Leveraged cash or in-kind contributions from your institution (if applicable):

	Amount \$	Source / Type (cash or in-kind)
1	6583	in-kind
2	12500	cash

**Key Objective 5**

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 5:

Training on how UNBC can increase applicant pools by utilizing equity-enhancing networks and targeted recruitment for research chair search committees and for onboarding and retaining new CRC Chairs. Further, the review of existing training opportunities followed by recommendations on those that address gaps in EDI training requirements (understanding key concepts, pool-enlargement and equity-enhancing use of networks, targeted recruitment, bias - conscious and unconscious, systemic barriers, etc.).

**Systemic barriers -**

Please provide a high-level description of the systemic barriers (e.g. summarize what the barriers are and how they were identified):

Following a review of existing training opportunities, it was identified that a gap existed in appropriate EDI training available to CRC search committees and for onboarding and retaining new CRCs.

**Corresponding actions undertaken to address the barriers:**

Efforts to address this will be done through EDI training ensuring the requirements (understanding key concepts, pool-enlargement and equity-enhancing use of networks, targeted recruitment, bias - conscious and unconscious, systemic barriers, etc.) are incorporated into UNBC processes.

**Data gathered and Indicator(s) - can be both qualitative and quantitative:**

Training modules available and provided to CRC hiring committees, promotion and tenure committees, HR and Research Office staff.

**Progress and/or Outcomes and Impacts made during the reporting period:**

Training programs for staff and faculty are delivered.

**Challenges encountered during the reporting period:**

Managing the shift from a 2-college to a 5-faculty academic structure, coupled with the challenges presented by COVID-19 made it difficult to develop and implement the planned training program.

**Next Steps (indicate specific dates/timelines):**

Develop a comprehensive training program for the UNBC CRC Committee by the submission of our next CRC application in the fall of 2021.

**Was funding from the CRCP EDI stipend used for this key objective?**

No

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

The EDI Stipend was used to pay an external consultant to collect data, consult with comparator institutions, research best practices and provide recommendations to advance key objectives. It is therefore impossible to provide a specific amount attributable to this key objective as it was part of the overall report provided by the company. Approximately 40% of one UNBC staff member's time was dedicated to supporting the advancement of these objectives, which is reflected in the in-kind contributions below.

### **Key Objective 6**

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

### **Challenges and Opportunities**

Other than what has been outlined in the section above, outline any challenges and opportunities or successes regarding the implementation of the EDI action plan, as well as best practices that have been discovered to date. If COVID-19 has had an impact on the implementation of the institution's action plan, please outline how below. How has or will the institution address these challenges and opportunities? (limit: 5100 characters):

A challenge UNBC faced during this process was the inability to host in-person engagement sessions. This made it difficult to have the fruitful discussions that often result from these formats. However, the virtual sessions that were hosted did provide an opportunity to engage with the UNBC community during a challenging time. The biggest opportunity was the commitment for UNBC to establish the Office of Equity Affairs, which will result in continued support for culture change throughout UNBC, specifically regarding advancing EDI efforts. Successes include the development of a clear roadmap which could guide UNBC through the key steps needed to further advance EDI at UNBC and within the CRCP. A best practice we discovered during this process is to ensure all procurement processes include representation from the FDGs at each step of the process, including setting objectives as well as evaluating the vendors who submitted proposals for the RFP.

**Reporting on EDI Stipend objectives not accounted for in Part A****Instructions:**

- Institutions with EDI Action Plans, use this section to report on EDI Stipend objectives that are not accounted for in Section A.
- Institutions without EDI Action Plans, use this section to report on EDI Stipend objectives.

**Objectives associated with your institution's EDI Stipend application**

**Table C1.** Provide information on the objectives associated with your institution's EDI Stipend application, including the funding and timelines, for the reporting period.

**EDI Stipend Objective 1**

Indicate the S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) objective(s) towards which this funding has been directed:

Accounted for in Part A

Indicator(s): Describe indicators, as presented in the EDI Stipend application, and how they are calculated.

Accounted for in Part A

Progress: Describe results observed, including indicator results, outcomes, impacts. Include timelines (start and end dates).

Accounted for in Part A

Outline the total expenditures below:

Total funds of EDI stipend spent on the objective:	0
Institutional commitment (if applicable):	0
Total funds spent:	

Indicate in the table below any leveraged cash or in-kind contributions provided by your institution:

	Amount \$	Source / Type (cash or in-kind)
1	0	cash
2	0	cash

**Table C2. EDI Stipend Impact Rating**

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this objective as identified in your application, for the reporting period:

Don't know

Provide a high level summary of how the stipend was used:

Accounted for in Part A

Do you have other objectives to add?

No

**Additional Objectives (if applicable)**

**Table C1.** Provide information on the objectives associated with your institution's EDI Stipend application, including the funding and timelines, for the reporting period.

**EDI Stipend Objective 2****EDI Stipend Objective 3**



**EDI Stipend Objective 4****EDI Stipend Objective 5****EDI Stipend Objective 6****Part D: Engagement with individuals from underrepresented groups**

Outline how the institution has engaged with underrepresented groups: e.g. racialized minorities, Indigenous peoples, persons with disabilities, women, LGBTQ2+ individuals, during the implementation of the action plan (during the reporting period), including how they have been involved in identifying and implementing any course corrections/adjustments, if applicable. For example, how was feedback gathered on whether the measures being implemented are resulting in a more inclusive research environment for chairholders of underrepresented groups? How has intersectionality been considered in developing and implementing the plan (if applicable)? Have new gaps been identified? How will members of underrepresented groups continue to be engaged? (limit: 10 200 characters)

The Office of Research and Innovation invited the UNBC community to participate in virtual Equity, Diversity and Inclusion (EDI) engagement sessions. These were well-attended engagement sessions by staff, faculty and students where participants were encouraged to take part and share their thoughts, opinions and ideas for advancing EDI at UNBC including what role each member of the UNBC community plays with regard to this work. It was important to gather information from as many of our university community members as possible in order to provide a comprehensive understanding of perceived and actual gaps and barriers to the inclusion of people from underrepresented and marginalized groups (Indigenous people, members of visible minorities, women, persons with disabilities, and LGBTQ2S+) in our work and learning spaces. As a result of the sessions, it was identified that UNBC needs to find synergies and cohesiveness among the several grass-roots EDI initiatives that are on-going at UNBC. Therefore, there is an opportunity for the UNBC community to work together moving forward in order to advance EDI at UNBC, which will be further supported by the new Office of Equity Affairs.

**PART E: Efforts to Address Systemic Barriers More Broadly within the Institution**

Briefly outline other EDI initiatives underway at the institution (that are broader than those tied to the CRCP) that are expected to address systemic barriers and foster an equitable, diverse and inclusive research environment. For example, are there projects underway that underscore the importance of EDI to research excellence? Is there additional training being offered to the faculty at large? Are there initiatives to improve the campus climate? Please provide hyperlinks where possible. Note that collecting this information from institutions is a requirement of the 2019 Addendum to the 2006 Canadian Human Rights Settlement Agreement and provides context for the work the institution is doing in addressing barriers for the CRCP. (limit: 4080 characters)

UNBC has and will continue to host engagement sessions that encourage participation from the UNBC community. UNBC will offer EDI training opportunities to UNBC staff, faculty and students to further the foundation of EDI knowledge. Additionally, selection committees engage in EDI training during the hiring processes. The institution made a commitment to the establishment of the UNBC Office of Equity Affairs, which has been supported by the President's EDI Task Force. These key initiatives are supporting the efforts to improve the culture around EDI at UNBC with the goal of addressing systemic barriers more broadly within UNBC.

**Before submitting your report, please ensure that your responses are complete. You will not be able to edit the information after it is submitted.**

I have reviewed my responses and I am ready to submit my report.

A reminder that institutions are required to post a copy of this report (as submitted) on their public accountability and transparency web pages within 7 working days of the deadline for submitting the report to TIPS.

**This information will be sent to the Tri-agency Institutional Programs Secretariat when you click 'Submit.'**

Jointly administered by:

