

STANDING SUB-COUNCIL LEAD REPORT TO UCARE

Sub-Council: Faculty and Staff Recruitment, Retention and Support

2020/2021 Academic Year

TERMS OF REFERENCE

To foster a more diverse and inclusive workforce by: Identifying priorities for actionable changes to eliminate barriers to the hiring, selection, promotion and training of equity deserving group members, reviewing data on the recruitment and retention of faculty and staff from underrepresented groups, Ensuring the implementation of special measures and actions to support the achievement of a representative workforce and monitoring progress on the implementation of PICRDI recommendations relevant to the mandate of the sub-council.

ACTIVITIES

The FSRRS UCARE Sub-Council met three times in the 2020/2021 Academic Year. Most of their work focused on action items for the Queen's Employment Equity Plan. The Employment Equity Plan outlines actions under three distinct areas: Recruitment, Retention and Professional Development. The following actions were taken in 20/21:

- The development of Recruitment in-person training that incorporates employment equity.
- The creation of an online introduction to employment equity training for Staff that replaces the in-person Staff Hiring training.
- The development of a frequently asked questions package on employment equity for HR Advisors.
- The creation of a list of standard EDII language examples to incorporate into job descriptions.
- A pilot employment equity process for non-QUFA appointments in Faculty of Health Sciences.
- The development of a Special Program in PPS to decrease the gaps for women.
- Revisions to the current exit survey and internal transfer survey as well as a process for reporting results.
- Employment equity data reports prepared for each Dean including data from the Queen's Equity Appointments Process system and the Diversity and Equity Assessment and Planning Tool system.
- The creation of Brown bag seminars and speakers on anti-racism, anti-oppression and diversity, with a particular focus on anti-oppression research.

- The launch of the 'Working Together: Building an Inclusive Queen's Community' training for Staff.
- An environmental scan of EDII training and workshops at the university, with a view to assessing capacity to expand offerings and developing a desired competency framework for all students, staff and faculty with respect to equity, anti-racism, and anti-oppression.

MEMBERS:

Name	Title	Department
Jill Christie	Manager, Data and Administration	Human Rights and Equity Office
Sharon Clarke	Associate Director	Office of Indigenous Initiatives
Heather Cole	Senior Advisor and Executive Director	Principal's Office
Marie Doherty	Senior Director	Human Resources
Paul Kerekes	Recruitment Consultant	Human Resources
Heidi Penning	Equity Advisor	Human Rights and Equity Office
Steve Millan	AVP Human Resources	Human Resources
Teri Shearer	Deputy Provost	Provost Office
Stephanie Simpson (C)	AVP Human Rights, Equity and Inclusion	Human Rights and Equity Office
Lori Stewart	Executive Director	Provost Office