MEMORANDUM

Office of the Provost and Vice-Principal (Academic)

To: Queen’s University Senate
From: Teri Shearer, Deputy Provost (Academic Operations and Inclusion)
Date: November 16, 2017
Subject: Principal’s Implementation Committee on Racism, Diversity, and Inclusion Progress Update

The Principal’s Implementation Committee on Racism, Diversity, and Inclusion (PICRDI) completed its final report in April 2017. The report contains numerous short- and long-term recommendations for creating a campus culture of greater inclusivity, respect, and understanding.

In recent months, sustained efforts have been made to implement key recommendations and ensure that we build on this momentum to advance positive change. It is obvious from my conversations with the senior leadership team, and from individuals across campus, that there is a strong commitment to implementing the PICRDI recommendations and taking concrete steps to creating a more welcoming and inclusive environment. The following outlines examples of new activities, or updates to current initiatives, since my previous PICRDI update to Senate on October 3, 2017.

University Council on Anti-Racism and Equity

The nominating committee for the University Council on Anti-Racism and Equity will meet on November 16 to finalize council membership. The nominating committee is comprised of Ramna Safeer, AMS Commissioner of Social Issues; Cam Yung, University Rector; Amir Fam, Professor and Donald and Sarah Munro Chair in Engineering and Applied Science and Associate Dean (Research and Graduate Studies) FEAS; Stephanie Simpson, Director (Human Rights Office); and is chaired by the Deputy Provost (Academic Operations and Inclusion).

The Office of the Provost has invited applications for membership on the council, including three faculty members, three staff members, two students, and two members of the Kingston community or alumni. Membership will also include the Principal, Provost, Director of the Human Rights Office, and the Vice-Provost and Dean of Student Affairs (or
designates), the Chair of the Senate Educational Equity Committee, the AMS Social Affairs Commissioner, and the SGPS Equity and Diversity Commissioner. It is anticipated that the council will hold its first meeting in December and faculty, staff, and students are welcome to attend UCARE meetings as guests.

Further information on the council, including details on the membership selection process, can be found on the Office of the Provost’s website.

**Ad Hoc Teaching and Learning Strategic Documents Renewal Subcommittee**

A Strategic Documents Review Committee has been established to revise the Teaching and Learning Action Plan and the Teaching and Learning Framework in light of the recommendations of PICRDI and the TRC Task Force. The Provost’s Advisory Committee on Teaching and Learning will review the subcommittee’s Terms of Reference in November.

The intention of this exercise is to ensure that Queen’s teaching and learning strategic documents explicitly include language that anti-racism, diversity, and inclusion are intrinsic and vital parts of the vision and mission of the institution. Creation of this ad hoc subcommittee also presents the opportunity to align revisions with the TRC Task Force Report, which recommends the enhancement and promotion of inclusive learning spaces on campus with respect to indigeneity.

**Establishment of Diversity and Inclusivity Coordinator, Student Affairs**

Queen’s alumna Vanessa Yzaguirre has been appointed as the inaugural Diversity and Inclusivity Coordinator within the Division of Student Affairs.

In her new position, Ms. Yzaguirre will work closely with stakeholders to develop and enhance student support programs that promote diversity and inclusion, and increase visibility of the existing supports that are available for underrepresented students.

Please join me in congratulating Ms. Yzaguirre on her new position. Further information is available in a recent Queen’s Gazette news story.

**Establishment of Inclusion and Anti-Racism Advisor, Human Rights Office**

The Human Rights Office has established an Inclusion and Anti-Racism Advisor position to support the development, implementation, and monitoring of institutional inclusion and anti-oppression strategies, with a particular focus on anti-racism and its intersections. The Advisor will provide guidance to the community on the development of appropriate policies to address individual and systemic oppressions and will act as a central point of contact for individuals and units who wish to access all related anti-oppression and anti-
racism initiatives, processes, and services at Queen’s.

The Advisor will play an important role in fostering positive relationships with racialized and other equity seeking communities both within Queen’s and externally. They will also be responsible for promoting, and fostering a sense of responsibility for, inclusivity among members of the University community, and will play a leading role in the development of educational tools to increase awareness of inclusion and diversity strategies, initiatives, and resources.

**Undergraduate Orientation Review Working Group**

The work of the Undergraduate Orientation Review Working Group is progressing well. As noted previously, the aim of the review is to seek ways of making undergraduate orientation more welcoming and inclusive for all members of the Queen’s community. The group has met several times and has begun consulting with various stakeholders.

Faculty, staff, students, and community members who wish to provide input can attend a Working Group meeting, request that representatives from the Working Group attend a unit/club/group meeting, or submit feedback to the Working Group at orientation.review@queensu.ca. University-wide town halls will be held on November 22 and November 27 in Robert Sutherland Hall, Room 202.

**Diversity and Inclusion Training for Incoming Faculty and Staff**

In response to a PICRDI recommendation, the university will introduce diversity and inclusion training as part of the new staff and faculty orientation programming. Objectives of the training program, which will be facilitated by members of the Equity Office, will be for participants to understand the value of equity, diversity, and inclusion as well as what individual employees can do towards fostering an inclusive workplace culture.

**Employment Equity Hiring Processes Developed for Staff Positions**

The university recognizes that the presence and participation of employees from a range of cultures, socioeconomic backgrounds, and life experiences serve to foster an innovative and vibrant campus community.

Queen’s University is a Contractor under the Federal Contractor Program (FCP), and as such, has mandatory employment equity goals established by the Federal Government. The hiring of designated groups (i.e., women, persons with disabilities, racialized/visible minorities, and Indigenous/Aboriginal peoples) at workforce availability is one such goal.

The Deputy Provost (Academic Operations and Inclusion), Equity Office, and Human Resources have developed proposed equity processes for staff recruitment. These
processes will assist the university in meeting FCP requirements and help ensure members of equity seeking groups are not denied staff positions due to systemic barriers and unconscious biases that may unintentionally exclude individuals for reasons not related to ability or qualifications.

The employment equity hiring processes have been piloted for several staff positions and consultations are underway in order to implement their use more broadly for hiring into non-unionized staff positions. Staff unions will be consulted regarding the use of employment equity processes for recruitment and hiring of unionized staff positions.

**Diversity and Equity Assessment and Planning (DEAP) Tool**

Attracting, retaining, and supporting the very best talent from various cultures and backgrounds is critical to Queen’s continued success as one of Canada’s top academic and research institutions.

As part of the faculty renewal process, the deans have been asked to develop a five-year hiring plan that, among other factors, includes diversity and equity are core principles. It is important that we continue to expand and diversify faculty candidate pools and promote the importance that equity considerations have in hiring decisions. As such, units who are hiring have been asked to use the Diversity and Equity Assessment and Planning (DEAP) Tool. The DEAP Tool was developed by Queen’s Equity Office to assist units in:

- Understanding the demographic profile of their staff, faculty, and students
- Assessing how inclusive the unit is
- Providing an opportunity to reflect on areas in need of improvement using the Diversity Score Card assessment template
- Supporting requests for resources for equity and diversity initiatives
- Developing an action plan and timeline to enhance inclusion

**Alfie Pearce Centre for Racial Equity and Social Justice**

A potential location has been identified for the Alfie Pierce Student Centre for Racial Equity and Social Justice. Preliminary planning and consultation are underway to determine if the space will meet programming needs.

**First Generation Admission Policy**

The university is committed to enhancing outreach and recruitment initiatives to encourage undergraduate applicants from a broad range of under-represented populations, including first-generation students and those facing educational and/or socio-economic disadvantage. A First-Generation Admission Policy is a new tool that aims to support first-generation applicants who are participating in community-based programs, including Pathways to
Education and the Boys and Girls Club’s “Raising the Grade”.

The policy is modelled on the university’s Aboriginal Admission Policy, which has resulted in a 156% increase in acceptances among self-identified Indigenous students since being implemented in 2011. Consistent with the Aboriginal Admission Policy, a first-generation admission bursary is being established that will be available to students who are granted admission through this new policy.

**Expanded Outreach and Recruitment to Under-Represented Student Populations**

The Undergraduate Admission and Recruitment Unit has established a new full-time Recruitment Representative, based in the GTA, to focus her/his activities on under-represented populations. Hiring is underway.

Athletics and Recreation and its Varsity Leadership Council are partnering with Pathways to Education in Kingston to create mentorship and educational opportunities for local high school students.

Undergraduate Admission and Recruitment is collaborating with the Student Diversity Project, a student-led outreach initiative, to showcase diversity at Queen’s at Fall Preview events for prospective students and their families.

**Supports for Students with Disabilities**

The first-year Start-Up transition program for students with disabilities run by Queen’s Student Accessibility Services now offers one-on-one appointments and individualized programming and information in response to student feedback.

The university participated in Disability Mentoring Day in October, a partnership with Dolphin Digital Technologies and the Kingston Chamber of Commerce, that aims to help bridge the talent, communication, and knowledge gaps among business, employment, and community supports.

**Enhanced Student Support Programming**

Health Promotion in Student Wellness Services has hired a student for the year to focus on diversity in both content and delivery of the peer health educator program.

Community Housing has established a new Community Coordinator position based at the An Clachan complex who is providing programming for international students and their families that helps them transition to life in Kingston.