

## STANDING SUB-COUNCIL LEAD REPORT TO UCARE

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Sub-Council: Faculty and Staff Recruitment, Retention and Support  
2021/2022 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 four times in the 2021/2022 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 21/22:

- Reviewing the results of the Federal Contractors Program (FCP) to determine priorities to reduce gaps with special attention to racialized persons and persons with disabilities.
- Developing a recruitment bootcamp self-paced training that incorporates employment equity.
- Developing a policy on restricted hires. (target searches to recruit designated groups)
- Revising Queen's Senior Searches Strategy.
- Developing strategies around Indigenous hiring.
- Developing a program centered on newcomer employees. (newcomer internship)
- Creating interview questions that incorporate I-EDIAA.
- Ensuring the availability of mentorship programs for BIPOC faculty members.
- Discussing the Employee Experience Survey.
- Revising the Employee Resource Groups (ERG) Terms of Reference to include Manager's support for work time flexibility for employees involved in ERGs.
- Reviewing Queen's onboarding programs.
- Revising the Employment Equity Policy.
- Mandating an equity goal on PDP for Managers.
- Promoting the use of the new Inclusion and Equity competency.

- Revising the Diversity and Equity Assessment and Planning (DEAP) Tool to incorporate anti-racism content.
- Developing a DEAP Tool for individual researchers.
- Developing the following online training modules, anti-racism, anti-black racism and microaggressions.
- Developing three online modules on I-EDIAA in research for Canada Research Chair holders.
- Developing and implementing an Indigenous certificate for Staff and Faculty.

## MEMBERS:

| Name                  | Title                                  | Department                       |
|-----------------------|--|----------------------------------|
| Jill Christie         | Manager, Data and Administration       | Human Rights and Equity Office   |
| Heather Cole          | Senior Advisor and Executive Director  | Principal's Office               |
| Marie Doherty         | Senior Director                        | Human Resources                  |
| Janice Hill           | AVP Indigenous Initiatives             | Office of Indigenous Initiatives |
| Paul Kerekes          | Recruitment Consultant                 | Human Resources                  |
| 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                   |