

CRC EQUITY, DIVERSITY and INCLUSION ACTION PLAN

Acadia University

December 15, 2017

1. Equity, Diversity and Inclusion Objectives

Objective A) Improved monitoring of chairholder satisfaction with workplace supports and environment

Action	Timeline
<p>A.1 Create and circulate a chairholder survey regarding workplace supports and environment.</p> <p>The survey will enable Acadia to monitor and address chairholder satisfaction/dissatisfaction within the workplace, particularly with regards to equity and inclusion. The survey will include space for chairholders to suggest questions they believe should be included in the survey.</p> <p>The survey will be distributed once per year. As necessary, the survey will be updated.</p> <p>Results of the survey will be summarized by the Division of Research and Graduate Studies and presented to relevant parties, such as the Vice-President Academic, Deans, and/or Department/School heads.</p>	<p>April 2018</p>
<p>A.2 Create an exit interview script for chairholders who leave positions.</p> <p>The script will enable Acadia to monitor and better understand why chairholders leave the institution.</p> <p>Human Resources will be responsible for using the script to conduct exit interviews.</p>	<p>July 2018</p>
<p>A.3 Once per year, the Research and Innovation Coordinator will send an email to all chairholders to check in and prompt chairholders to express any issues, concerns and/or suggestions regarding their institutional experience.</p> <p>This email will be sent out every year, six months following the annual survey, to ensure that chairholders are given ample opportunity to communicate feedback.</p> <p>Any issues/concerns/suggestions from chairholders will be passed on to senior administration for consideration and possible action.</p>	<p>September 2018</p>

Objective B) Improved institutional supports for chairholders, including those from the FDGs

Action	Timeline
B.1 When possible, utilize feedback gathered via Objective A (above) to address issues raised by chairholders.	Initiated in April 2018
B.2 Create a CRC Leadership Group consisting of all Acadia chairholders and led by the Dean of Research and Graduate Studies. CRC Leadership Group meetings will be held once per academic term. Meetings will be a chance for chairholders to connect, raise and discuss issues and concerns, and strategize together. The goal of the group is to cultivate a supportive community between chairholders and help chairholders to realize resources and opportunities outside of their home departments.	Winter Term 2018
B.3 Actively promote institutional resources related to equity and inclusion to chairholders from the FDGs. Promotion will involve the development of an information sheet detailing equity and inclusion resources on campus, to be sent to chairholders from the FDGs by the Research and Innovation Coordinator. The information sheet will also be posted on the website of Acadia's Division of Research and Graduate Studies. To ensure the information sheet is useful, chairholders from the FDGs will be invited to provide feedback on how the sheet could be improved/expanded.	August 2018
B.4 Establish a process for existing chairholders (successful applicants) to self-identify as members of the FDGs. Currently, self-identification is only possible at the time of application to a chairholder position. It is possible that an individual who may not have identified as an FDG member at the time of application may wish to identify as such later in their career (for instance, when applying for term renewal). To ensure chairholders are aware of this new process, the Research and Innovation Coordinator will notify all chairholders of its existence and post information about the process on the website of Acadia's Division of Research and Graduate Studies.	November 2018

Objective C) Improved management of CRC allocations

Action	Timeline
<p>C.1 Create clear selection committee guidelines with information regarding equity, diversity and inclusion best practices and requirements for recruitment and selection, to be distributed to all CRC selection committee members. Guidelines will conform with the CRC program's accountability and transparency requirements and the employment equity requirements named in the Collective Agreement between the Board of Governors of Acadia University and the Acadia University Faculty Association.</p> <p>Both physical and electronic copies of the guidelines will be provided to selection committee members. The guidelines will also be accessible on the website of Acadia's Division of Research and Graduate Studies.</p>	January 2018

2. Management of Canada Research Chair Allocations

A committee consisting of the Vice-President Academic, the Dean of Research and Graduate Studies, and the Deans of the three faculties (Arts, Pure and Applied Science, and Professional Studies) is responsible for managing CRC allocations for Acadia University. The Research and Innovation Coordinator also sits on this committee in a non-voting capacity, acting as a resource regarding CRC program requirements and process.

2.1 Allocation

When Chair vacancies occur, the committee described above issues a university-wide call for CRC themes. Faculty are invited to submit ideas for Chair positions in specific theme areas and research disciplines. The committee described above reviews and evaluates these submissions based on their fit with the [Acadia University Strategic Research Plan](#), institutional priorities, and planning in the academic sector. Based on these principles, the committee also decides how best to use the corridor of flexibility in managing the institution's chair allocations.

2.2 Recruitment

To initiate recruitment for a CRC position, a formal request to recruit to fill a CRC chair is presented to the President by the Vice-President Academic. With approval, the office of the Vice-President Academic generates a position number.

A selection committee is then struck according to the Collective Agreement between the Board of Governors of Acadia University and the Acadia University Faculty Association (*details to be provided when the 15th Collective Agreement is ratified*). Depending on which Department(s)/School(s) the position will be tied to, the committee is asked to seek nominations from the appropriate unit(s) to hold an election to form a selection committee. In addition to the Chair, selection committees should consist

of a minimum of three faculty members. All CRC selection committees should be purposely diverse, based on Acadia's commitment to an equitable and inclusive recruitment process. The Research and Innovation Coordinator sits on all CRC selection committees in a non-voting capacity, acting as a resource regarding CRC program requirements, process, and advising on principles of equity, diversity and inclusion.

Faculty members elected to serve on Selection Committees may only carry out their duties after completing an equity workshop within the last three (3) academic years. These workshops are offered on an annual basis jointly by representatives from the University Administration and the Acadia University Faculty Association. Equity workshops cover the principles, objectives, recent history, best practices, and institutional expectations with respect to employment equity. Acadia's Research & Innovation Coordinator also sits on all CRC selection committees to act as resource on equity, diversity and inclusion best practices.

Once a selection committee is elected according to the terms of the Collective Agreement, the job advertisement is posted through the office of the Vice-President Academic in appropriate national and international venues including those that might be targeted to reach candidates from the four designated groups. All CRC positions must be the subject of open advertising. The job posting must include a statement of commitment to equity in the nomination and appointment process, and encourage designated groups to apply. Efforts must be made to identify a diverse pool of potential applicants, which may include tapping into special caucuses or focus groups. Job postings must also encourage individuals from the FDGS to indicate any career gaps due to parental or health related leaves, or for the care and nurturing of family members.

Prior to evaluating candidates, the selection committee must develop clear selection criteria and communicate those criteria to potential applicants. The process for evaluating candidates must be fair and objective. Any career interruptions need to be taken into consideration when assessing productivity and research output. The Research and Innovation Coordinator is responsible for encouraging selection committee members to be mindful that the best-qualified candidates may not have the most years of experience, greatest number of publications, or largest number of academic accomplishments. As well, the Research and Innovation Coordinator is responsible for emphasizing that scholarship or research that is non-traditional or unconventional should be not undervalued.

A shortlist is approved by the Vice-President Academic and candidates are invited to campus for site visits and presentations.

Once the interview process has been completed, a recommendation to the President is made by the Selection Committee through the Office of the Vice-President Academic. The Vice-President Academic sends a letter to formalize an offer of Nomination to the CRC candidate of choice.

Once a CRC candidate accepts, the Research & Innovation Coordinator, via the Division of Research & Graduate Studies, will establish a timeline for submission of the nomination application, and work with the candidate to prepare the application to the CRC Secretariat.

Once a successful nomination has been confirmed by the Secretariat (approximately 6 months from time of nomination), an official Recommendation for Appointment will be made in accordance with the Collective Agreement (*details to be provided when the 15th Collective Agreement is ratified*).

2.3 Renewal

A mid-term review process for Acadia University chairholders was developed in 2013 (details provided below).

Six months prior to the renewal deadline, the chairholder must provide the Dean of Research & Graduate Studies with the following:

- Current CV
- Up to 4-page report on research accomplishments during the first term of tenure
- Up to 2-page proposal for research focus for the second term

This documentation is made available to the chairholder's home department or school and faculty members in the unit are invited to review these documents and provide feedback on the chairholder's renewal in a timely fashion. These comments are made available for the chairholder to review. The chairholder may choose to write a letter responding to any comments. The comments and the chairholder's response are sent to the Dean of Research & Graduate Studies.

All documentation is forwarded from the Dean of Research & Graduate Studies to a CRC Renewal Committee, comprised of the Vice-President Academic (Chair), the Dean of Research & Graduate Studies, the Dean of the chairholder's faculty, the chair or director of the chairholder's home department or school, and the Research & Innovation Coordinator (non-voting).

The CRC Renewal Committee provides a recommendation to the President.

If recommended for renewal, the candidate meets with the Research & Innovation Coordinator to establish a timeline and event horizons for the preparation of draft renewal documentation.

2.4 Advancement

The decision to advance a chairholder from Tier 2 to Tier 1 status is made by a committee consisting of the Vice-President Academic, the Dean of Research and Graduate Studies, and the Deans of the three faculties. An advancement decision is based on institutional need, and in some cases, strategies for retention. In all cases, equity targets are considered when making advancement decisions.

2.5 Phase-Out

In the case where Acadia loses a chair position due to the re-allocation process, a phase-out process is initiated. Decisions related to phase-out are the responsibility of the Vice-President Academic, the Dean of Research and Graduate Studies, and the Deans of the three faculties. Phase-out decisions are made based on strategic planning and priorities within the academic sector, including consideration of a balance of NSERC and SSHRC presence on campus. Further, length of term remaining in a chairholder appointment may also be considered, with those nearing the end of their appointment phased-out first.

2.6 Institutional Supports for Chairholders

To be completed when the 15th Collective Agreement between the Board of Governors of Acadia University and the Acadia University Faculty Association is ratified.

3. Collection of Equity and Diversity Data

At the time of application to a CRC position at Acadia University, applicants are encouraged to complete an [Employment Equity Self-Identification Form](#). To ensure all applicants from the FDGs are aware of this form, the following message is included in all Acadia University faculty and CRC job advertisements:

“Acadia University is committed to employment equity and values a diverse and inclusive workplace. We therefore invite applications from Aboriginal peoples, persons with disabilities, visible minorities, and women, as well as persons of any sexual orientation or gender identity. Consistent with the principles of employment equity, the primary criterion for appointment to a position is academic and professional excellence. Candidates who are a member of one of the afore-mentioned groups, and who wish to have the application considered as such, should complete the Employment Equity Voluntary Self-Identification Form as part of their application package.”

Completed forms are submitted to the office of Human Resources (HR). The self-identification data contained in these forms are considered private. HR is responsible for protecting the confidentiality of these forms.

4. Retention and Inclusivity

Acadia University provides a supportive and inclusive workplace for all chairholders. Due to the small size of our institution, chairholders exist as part of a close-knit community, which includes frequent interaction with both research and institutional administrators. Research administrators from the Division of Research and Graduate Studies function as a resource for chairholders, assisting with funding applications, connecting chairholders with academic, industry and community partners, and promoting various scholarly opportunities that may be of interest to chairholders.

Governed by the terms of the Collective Agreement, all chairholders also take part in annual Career Development sessions with their department head or school director. These meetings are an opportunity for chairholders, including those individuals from the FDGs, to express any concerns or issues that may inhibit retention and to foster discussion of short- and long-term career goals. Further, the Division of Research and Graduate Studies exists as an informal touchpoint for chairholders to express any issues or concerns.

Chairholders are also supported by Acadia’s equity officer, who is a resource for all Acadia students, staff and faculty. The fundamental objective of the equity officer is to prevent discrimination, sexual harassment, and personal harassment from occurring at Acadia University.

If chairholders have complaints related to equity and the CRC program they can contact their department head or their faculty dean, who will attempt to resolve the complaint. If the complaint cannot be resolved, it will be passed on to the Vice-President Academic. Chairholders can also directly contact the Vice-President Academic with any complaints related to equity, diversity and inclusion. If the complaint falls under the domains of discrimination, sexual harassment, and personal harassment, the chairholder may take the complaint to the University Equity Office under the process identified in Acadia’s [Policy Against Harassment and Discrimination](#).

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