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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 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. Ensure that you remove all numbers less than 5 from both the plan and the report prior to posting on your website in cases where your report includes the representation of individuals from underrepresented groups among your chairholders, as well as any other identifying information. This is a requirement of the Privacy Act.

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

Contact information

Please complete the fields below.

Name of Institution: Bishop's University

Contact Name: Andrew Webster

Position Title: Vice-Principal Academic and Research

Institutional Email: vpacademic@ubishops.ca

Institutional Telephone Number: 819-822-8000

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

No

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

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 individuals from underrepresented groups (e.g. women and gender minorities, persons with disabilities, Indigenous Peoples and racialized individuals, 2SLGBTQIA++ individuals) 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, 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) the main actions were undertaken (up to six) and how they have progressed; 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. If your institution has not yet prepared or received a formal evaluation of its CRCP EDI action plan (institutions having fewer than

five Chairs) then section A is optional.

Key Objective 1

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.

Key Objective 2

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.

Key Objective 3

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.

Key Objective 4

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.

Key Objective 5

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.

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.

PART C: 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.
- If you did not receive an EDI stipend during the reporting year, please leave this section blank.

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. (objective(s) towards which this funding has been directed:

Expand on EDI learning and professional development opportunities by:

1. promoting and offering opportunities to attend presentations and workshops or other events and activities related to Indigenous research, such as Indigenous OCAD, Indigenous research ethics, Indigenous research methodologies, and Indigenous knowledge mobilization
2. expanding on online EDI training and resources

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

Several major indicators of success will be used here:

1. The number of presentation and workshop participants, including those who access mentorship opportunities
2. Creation and completion of a reflective survey for workshop or training participants
3. Production of a summary report on workshop participation and survey results and recommendations for future training pathways

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

Between Spring 2022 and Spring 2023, there were 4 professional development opportunities offered to the Bishop's University employees and students that were funded by this EDI stipend. These workshops and events included topics such as:

1. Foundational Learning in EDI
2. Structural Racism
3. Activating EDI Values in University Leadership
4. Anti-Racism and Black Joy
5. Nonviolent Communication (NVC)
6. EDI in Recruitment and Hiring The target population of these opportunities are Bishop's University employees and members who have permanent or temporary decision-making responsibilities. As such, the attendance of members of the management team and executive team was noted. All members of the executive team and 88% of managers attended one or more of the offered professional development sessions and have completed, at minimum, foundational learning in EDI.

Outline the total expenditures below:

Total funds of EDI stipend

spent on the objective:

Institutional commitment (if applicable):

Total funds spent:

21232

0

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:

Moderate impact (the EDI Stipend had moderate impact on achieving progress)

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

The stipend was used to fund a number of EDI professional development for all members of the university community, especially to support managers and executives, to establish a foundational understanding of key EDI concepts and how to activate EDI values.

Do you have other objectives to add?

Yes

PART C: Reporting on EDI Stipend objectives not accounted for in Part A

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

Indicate the S.M.A.R.T. (objective(s) towards which this funding has been directed:

Provide consistent EDI messaging at every level of Bishop's University's operations by

1. establishing an institutional glossary of terminology and definitions related to EDI
2. improving the external BU website, specifically the EDI page, to provide greater information and resources about equity, diversity, and inclusion at BU, including an EDI asset map, ongoing initiatives, and a calendar of externally offered EDI learning and training opportunities
3. expanding the intranet page or BU Moodle, which offer internal resources for employees and students, to include EDI training and learning with the potential to contribute to an EDI certification
4. creating a mechanism to collect and respond to community feedback and EDI data
5. establishing virtual space(s) for EDI related publications, podcasts, and perspectives to be shared by and with members of the BU community and the academic community at large
6. sharing information about the historical legacy and current state of EDI at BU

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

1. creation of a publication timeline for an EDI glossary of terms
2. online publication of an in-house EDI glossary of terms

3. expansion of the public-facing EDI webpage to include headings, tabs, links, and homes for EDI various communications and publications
4. creation of Noodle shells to house EDI training and resources for employees and students
5. creation of a timeline to create, organize, and/or publish EDI training and resources online
6. creation of a virtual and evolving EDI legacy space to share historical and current stories of EDI milestones, activists and organizations, injustices, research, and opportunities for growth

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

Bishop's University has restructured its EDI website to become a hub for EDI resources on and off campus. We hired four BU students to collaborate in the curation and development of EDI resources and to curate a library of local, specialized employment resources for marginalized students. Completion of the website content is dated April 2023 and was reviewed and translated in August 2023. Publication of the new website, in both French and English, is anticipated for December 2023. As part of the website updates, Bishop's University has successfully completed an in-house EDI glossary of terms to be made available with the website updates, which will provide a shared understanding of EDI terminology, concepts, and practices.

Outline the total expenditures below:

Total funds of EDI stipend spent	11272
on the objective: Total funds spent:	

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:

Moderate impact (the EDI Stipend had moderate impact on achieving progress)

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

The stipend was used to redevelop the EDI website and create a hub of EDI resources for the university community.

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 individuals, Indigenous Peoples, persons with disabilities, women, 2SLGBTQIA+ 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)

Bishop's University does not have an EDI action plan.

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 relevant, using the hyperlink boxes provided below (URLs should include https://). 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)

1. In January of 2022, Bishop's University created an Office of Equity Diversity and Inclusion within the Principal's Office and hired a Special Advisor for Equity, Diversity, and Inclusion.
2. Since their arrival at BU in 2022, the Special Advisor for EDI has been collaborating with the university community to draft its first institutional EDI Strategy, which is presently being reviewed before presentation to the Board and Senate and is anticipated to be implemented/operationalized in 2024.
3. The Office of EDI regularly coordinates and offers a variety of EDI-related workshops and professional development opportunities to the BU community; the Special Advisor also offers 'train the trainer' workshops so that employees and students in the BU community can provide EDI mentorship and guidance to their peers and those within their scope of influence.
4. The University offers a number of inclusive events throughout the year to enrich the inclusive climate and culture of the university, such as a Black 30y Photovoice exhibit, a Take Back the Night Gender Equity Forum, Tango with a Queer Twist, or a Black career fair.
5. There are numerous university committees and groups dedicated to various aspects of EDI on campus, such as the Indigeneity Race in Research Axis, the Decolonization Committee, the student-led Antiracism and Discrimination Committee, the Indigenous Students Support Center Indigenous Cultural Alliance, and the Caribbean African Student Association that provide spaces of belonging and pursue inclusivity and equity initiatives and support on campus.
6. A number of important BU policies are, as part of a regular review cycle, being evaluated and updated to include explicit language and pathways that strengthen the university's ability to reduce systemic barriers and pursue inclusion and equity in our processes and procedures.
7. A Moodle course to provide foundational learning in EDI to all members of the Bishop's University community, in both French and English, has been initiated and is under development.
8. The Student Representative Council has established an EDI fund for students who have projects that support the university's strategic priorities to advance an inclusive and equitable campus.

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

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

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