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CRCP Institutional EDI
Action Plan - Contextual Details ☑

**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 also 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.

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:**

Amy Svotelis

**Position Title:**

Director, research and graduate studies

**Institutional Email:**

amy.svotelis@ubishops.ca

**Institutional Telephone Number:**

819-822-9600

**The link for the EDI progress report and EDI Stipend report:**

https://ca1se.voxco.com/SE/?st=jeuW6suXm8k3Ct0XM1n9bz3j3Dx9FJ0riv4Eh6%2BCy08%3D

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 underrepresented groups (e.g. women, persons with disabilities, Indigenous peoples and racialized minorities 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 (either the one approved by TIPS or the one current under review by TIPS), 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) what actions were undertaken; 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.

### 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.

**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.

**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. (specific, measurable, aligned with the wanted outcome, realistic and timely) objective(s) towards which this funding has been directed:

Perform an EDI context assessment at Bishop's to understand the different realities1. Establish advisory committee 2. Evaluation of present policies and practices 3. Conduct a survey amongst different groups (past and present CRCs; faculty; staff) 4. Determine barriers to self-identification 5. Evaluation of physical environment on campus to identify barriers, especially for researchers with physical handicaps

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

1. Mandated full-time resource for the overall EDI initiative at Bishop's (June 2020): The full-time resource will have specific EDI training or will obtain it during summer 2020. This resource will work on all aspects of EDI at Bishop's, and as such, all elements of this plan. 2. Advisory committee with representatives of stakeholders: The advisory committee will have at least 3 completed meetings by the end of 2020-21 i. Planning meeting (July 2020) ii. Mid-term report (October 2020) iii. Final report and recommendations (December 2020) 3. Creation of a survey for different groups with regards to EDI issues: The survey of different groups completed at 80% (September 2020) 4. Report on physical environment: Evaluation of physical environment completed (October 2020) 5. Production of a report: Report containing precise short-, mid- and long-term goals (November 2020) 6. Production of an action plan with corrective measures: Concrete action plan with corrective measures (December 2020)

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

1. The Joint Board and Senate Task Force on Equity, Diversity and Inclusion, established in June 2020, recommended the hiring of a full-time EDI specialist to assist the institution in embedding EDI principles throughout the institution. We are currently at the search process. The Selection Committee, chaired by the Chief of Staff, Office for the Principal and Vice-Chancellor, who is responsible for EDI at Bishop's will meet with candidates in late May 2021. The Special Advisor, EDI will join the institution by late summer. The Joint Board and Senate Task Force on Equity, Diversity and Inclusion was mandated to identify structural or systemic barriers, injustices and biases at the University and to make recommendations about any actions which it deems appropriate to dismantle these barriers and advance equity, diversity and inclusion at Bishop's. The Task Force was also charged with making recommendations as to what data should be collected, how it should be collected and communicated, and what metrics should be used to measure the University's progress. A preliminary report is to be circulated to the Board and the Senate by November 30, 2020. The membership of the Task Force included the following stakeholder groups: the Faculty Council, the Students' Representative Council; the Board of Governors, Senate, Association of Professors of Bishop's University, Bishop's University Pride Alliance; Carribean African Student Association, Indigenous Student Association, Staff Council, Managers' Council; Bishop's Council, Executive Committee, the Principal and others named by the Joint Task Force to ensure full representation. The Task Force met for the first time September 8, 2020 and met four more times between that time and November 30. A preliminary report was submitted to the Board and to Senate in early December 2020. The Board and Senate approved the extension of the mandate of the Joint Board and Senate Task Force on Equity, Diversity and Inclusion until December 2021. The Task Force members organized themselves into nine subgroups, each of which reflect particular areas of concern at the institution. These subgroups are: Visible Minorities and Racialized Persons; Gender/LGBTQIA2S+; Indigenous Persons; Persons Living with Disabilities; Student Life; Training; Curriculum & Research; Athletics; Recruitment and Retention. Having conversations about race, discrimination and equity need to be done in a safe setting. The pandemic has made this even more difficult as meetings held virtually are not readily conducive to creating these safe spaces. Timelines have had to be adjusted, especially with regard to the administration of large-scale surveys for faculty and staff. The working groups, as enthusiastic and committed to the work as they were, had to set more realistic short-, medium- and long-term goals. The work in each group is ongoing and reaching out to the constituency groups is still being planned. 2. Report on physical environment: Given the pandemic, this objective has been somewhat delayed as most members of the Task Force have not been able to come to campus. The Health and Safety Coordinator has done an evaluation of the space including assessments by the Rick Hansen Foundation of some of our buildings and has participated in the Rick Hansen training. 3. Production of a report: The Task Force submitted a preliminary report and will be issuing a subsequent report in November 2021. 4. Production of an action plan with corrective measures: An action plan is being developed based on the Working Groups recommendations and suggested actions. In addition to the EDI Task force work, the Office of Research and Graduate Studies worked to respond to the Public accountability and Transparency criteria of the CRC program. The Bishop's University website is updated and responds to all criteria.

Outline the total expenditures below:

| | |
|---|---|
| Total funds of EDI stipend spent on the objective: | 22886 |
| Institutional commitment (if applicable): | 10000 |
| Total funds spent: | |

Indicate in the table below any leveraged cash or in-kind contributions provided by your institution:

| | Amount $ | Source / Type (cash or in-kind) |
|---|---|---|
| 1 | 10000 | in-kind |
| 2 | 0 | N/A |

**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:

Extensive impact (the EDI Stipend had an extensive impact on achieving progress)

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

The stipend was used to support honorariums provided to student members of the EDI task force, and to support the work of interns and staff in the Office of Research and Graduate Studies (ORGS) and Human Resources (ORGS) that performed benchmarking work in support of the different discussion groups. The ORGS also worked to update the Bishop's website to respond to the CRC Program's requirements.

Do you have other objectives to add?

Yes

**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. (specific, measurable, aligned with the wanted outcome, realistic and timely) objective(s) towards which this funding has been directed:

Conduct in-depth analysis of the Employment practices, namely for the CRC nomination processes. Interviews conducted for the Environmental Scan will contribute to this analysis. 1. Evaluate the current employment postings and hiring practices; 2. Evaluate EDI compliance within the institution's collective agreements; 3. Evaluate the collection method for self-identification data; 4. Scan the employment outreach initiatives through professional networks, online and social media websites and job boards to attract and retain a diverse workforce; 5. Development of an EDI Best Practices Toolkit to include EDI best practices in the recruitment and selection process.

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

1. Creation of a working group: The working group will include Faculty and Staff union representatives to ensure that the collective agreements meet the EDI standards (July 2020); 2. Develop an EDI policy for Bishop's University: We anticipate to have new EDI standard policy approved by 3. Creation of an EDI Best Practices Toolkit: EDI toolkit approved by BU Community to help the researchers at BU by December 2020 4. Creation of targets: Targets will be based upon CRC recommendations, and EDI standards, but applied to the entire database of faculty and staff at Bishop's (November 2020) 5. Collection of self-identification data from Faculty and Staff: Goal for collection of self-identification data will be set at 80% for this year (November 2020) 6. Identification of internal EDI gaps from self-identification data according to targets: Anticipated results are positive, with expected gaps being within attainable range in the short-term. Analysis will be completed by December 2020 (December 2020) 7. Creation of an action plan to address gaps: The action plan will be completed and approved by January 2021

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

The work of the EDI Task Force working group on recruitment and retention of employees and the Human Resources Department and the Office of EDI is ongoing. The review of all recruitment and retention practices began in Fall 2020. This group is addressing: 1. Creation of a Bishop's EDI policy - We are in the process of finalizing an employment equity policy and an EDI statement, which should be completed in2021-22. 2. Creation of an EDI Best Practices Toolkit – An external consultant firm was hired to support the creation of a "Practical Guide to Inclusive Hiring" at Bishop's University. The guide was created in December and has been used by Bishop's since January. In addition, the working group has determined that selection committees must ensure the following: that members must undertake the CRC Program's Unconscious bias training module; and that a member of the BIPOC community is present. 3. EDI toolkit approved by BU Community to help the researchers at BU by December 2020 – Two members of the Office of research and Graduate Studies (ORGS), the Director of Research and Graduate Studies and the Grants Officer, followed the Canadian Association of Research Administrators (CARA) Certificate on EDI in Grant writing and are working on a toolkit to help support researchers in the hiring of HQP and in training their research groups. This toolkit should be made available in Fall 2021. In the meantime, researchers are encouraged to follow the CRC Program's unconscious bias training before writing grant applications if they have not already. Also, the ORGS regularly shares information in their monthly Newsletter for EDI resources and workshops available from the RQEDI (Réseau Québecois en équité, diversité et inclusion). 4. Creation of targets – The ORGS received the targets based upon CRC recommendations and has worked on creating the 2021-2030 EDI plan for the CRC program at Bishop's. During Fall 2020 and Winter 2021, Bishop's proceeded in the recruitment of a CRC nominee in Indigenous Studies. The selection committee was composed of the Vice-Principal Academic and Research, the Director of Research and Graduate Studies, a representative of the School of Education that works with Indigenous groups, the Chair of the Sociology department who also runs a research program focused on Indigenous issues, and two members of our Indigenous community. The members of the Indigenous community were involved in the process throughout the selection with an external recruitment firm. The recruitment firm's methods included a public and transparent process that also highly focused on Indigenous groups. The Indigenous community representatives were full voting members and provided important feedback on the selection process. Both members were provided an honorarium as according to the field standard. One of the representatives preferred to donate the honorarium to the Bishop's Turtle Island scholarship fund, which supports Indigenous student internships. This use of the EDI stipend was approved by the CRC program. The nomination process for the Indigenous scholar is ongoing. 5. Collection of self-identification data from Faculty and Staff – The EDI Task Force working group on recruitment and retention of employees and HR began work on the self-declaration of candidates to set a baseline in Fall 2020. Self-declaration of employees and providing the information to the relevant governmental bodies and identifying the equity-seeking groups that are under-represented is ongoing. 6. Identification of internal EDI gaps from self-identification data according to targets – Dependent on objective 5 and is ongoing. 7. Creation of an action plan to address gaps – Dependent on objective 5 and is ongoing.

Outline the total expenditures below:

Total funds of EDI stipend spent on the objective:        10500

Institutional commitment (if applicable):        12000

Total funds spent:

Indicate in the table below any leveraged cash or in-kind contributions provided by your institution:

|  | Amount $ | Source / Type (cash or in-kind) |
|---|---|---|
| 1 | 12000 | in-kind |
| 2 | 0 | cash |

**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:

Extensive impact (the EDI Stipend had an extensive impact on achieving progress)

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

The stipend and in-kind contributions were used to support staff that worked on benchmarking practices and organizing the training sessions. Honorariums were provided to external members of selection committees. The stipend was also used to support the recruitment of an EDI specialist, for which the search is ongoing.

## EDI Stipend Objective 3

Indicate the S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) objective(s) towards which this funding has been directed:

Encourage and solidify the inclusive nature of the Bishop's community by providing training on EDI issues. 1. Creation of an EDI training module, including unconscious bias training 2. Encourage EDI training for all Faculty and Staff 3. Require that all faculty and staff involved with a CRC nomination to complete the EDI and the unconscious bias training 4. Require that all members of any CRC recruitment to review the CRC program's Best Practices Guide for Recruitment, Hiring and Retention 5. Establish monitoring capacity of EDI practices in hiring, evaluation, and retention procedures.

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

1. Creation of an EDI online training module – The EDI online training module will also include unconscious bias training, and a module on how to include EDI issues in research projects (December 2020) 2. EDI training made available to the Bishop's community – Training goals = 75% of Faculty and 80 % Staff, of which 100% of Executive group and Managers complete the training ; 100% of faculty and staff involved with a CRC nomination complete EDI and unconscious bias training (February 2021); mid-term goal is to have required done at 100% in the next year 3. Procedures to include CRC training modules in the Bishop's training procedures and policies for CRC nomination committees and CRC holders and applicants – 100% of members of any CRC recruitment to review the CRC program's Best Practices Guide for Recruitment, Hiring and Retention (March 2021)

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

1. Creation of an EDI online training module – The Executive group was trained by an external firm specialized in EDI issues in the Fall 2020 and Winter 2021: "Equity 101" and "Unconscious Bias Training". In addition, all managers and members of selection committees are required to complete the online CRC Program Unconscious Bias training module and provide proof of their completion certificate before leading/serving on a recruitment committee, an initiative that was launched in Winter 2021. Understanding unconscious bias is important in our ability to mitigate bias in the recruitment process. Bishop's chose the Canada Research Chair Program online training called Bias in Peer Review – A Training Module because the content is relevant to our recruitment processes. In addition, as mentioned in Objective 2, Two members of the Office of research and Graduate Studies (ORGS), the Director of Research and Graduate Studies and the Grants Officer, followed the Canadian Association of Research Administrators (CARA) certificate on EDI in Grant writing. 2. EDI training made available to the Bishop's community – The EDI Task Force recommended that the University begin its process of training its employees by including EDI training in the orientation of all new faculty (full-time and part-time) and staff, to be rolled out eventually to the rest of the faculty and staff. Bishop's University thus became an employer partner with the Canadian Centre for Diversity and inclusion (CCDI) in Winter 2021. To date, monthly emails are sent to the internal community and individual training will become available in the coming months. 3. Procedures to include CRC training modules in the Bishop's training procedures and policies for CRC nomination committees and CRC holders and applicants – As mentioned in point 1, this goal was completed as 100% of members of our last two CRC selection committees reviewed the CRC program's Best Practices Guide for Recruitment, Hiring and Retention and completed unconscious bias training. In addition, we included two indigenous community representatives on the most recent selection committee (see objective 2).

Outline the total expenditures below:

| | |
|---|---|
| Total funds of EDI stipend spent on the objective: | 16745 |
| Institutional commitment (if applicable): | 17280 |
| Total funds spent: | |

Indicate in the table below any leveraged cash or in-kind contributions provided by your institution:

| | Amount $ | Source / Type (cash or in-kind) |
|---|---|---|
| 1 | 4280 | cash |
| 2 | 13000 | in-kind |

**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:

Major impact (the EDI Stipend had a major impact on achieving progress)

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

This stipend was used for specialized training for members of the Executive and training of the members of the ORGS.

**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 minorities, Indigenous peoples, persons with disabilities, women, LGBTQ2+ 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)

On July 22, 2020, Principal Michael Goldbloom communicated two key messages: first, a clear statement of the University's need to recognize the systemic racism in our institution and the danger of our complacency towards it; second, the introduction of a Joint Board-Senate Task Force on Equity, Diversity, and Inclusion, the first of its kind at the University. Before the creation of the Task Force, a great deal of work had already been done to shine a light on discrimination at the University, as well as to diversify the University and make it more equitable. This work, however, rested primarily on the actions of individuals or small clusters of interested persons. The creation of this Task Force is done in clear recognition of the need for institutional leadership in this work. The Task Force membership includes members of equity deserving groups: racialized minorities, Indigenous peoples, persons with disabilities, women, LGBTQ2+ individuals. The initial membership of the Task Force was established by the appointment of representatives of governing bodies within the institution: Board of Governors, Senate, Bishop's Council, the Association of Professors of Bishop's University, Students' Representative Council, the Staff Council, Managers' Council and the Executive Team. It was agreed, by both the Senate and the Board, that the Task Force be empowered to modify its own composition in response to the changing needs of the group's work, particularly with regards to increasing BIPOC representation on the committee. The Task Force committed to keeping student representation numbers at a minimum of five representatives, as outlined in the original mandate. The Task Force on Equity, Diversity and Inclusion was mandated to identify structural or systemic barriers, injustices and biases at the University and to make recommendations about any actions which it deems appropriate to dismantle these barriers and advance equity, diversity and inclusion at Bishop's. The Task Force met for the first time September 8, 2020 and met four more times between that time and November 30. The Task Force members organized themselves into working groups, each of which reflect particular areas of the institution. These subgroups included: Visible Minorities and Racialized Persons, Gender/LGBTQIA2S+, Indigenous Persons, Persons Living with Disabilities, Student Life, Drafting of an institutional EDI Statement, Training, Curriculum & Research, Athletics, Recruitment and Retention and Policy Review. The Working Groups met weekly or bi-weekly and managed their own data collection (surveys) and information gathering. Preliminary surveys were distributed by the Curriculum & Research Subgroup and the Athletics Subgroup as well as an overall student survey was conducted. The preliminary findings of the Task Force are summarized in a report available on the University's EDI website. The Working groups have continued to review all areas of the University and will continue to make recommendations on how we will embed EDI principles in all areas of the University including governance. These recommendations will inform the Special Advisor, EDI's work.

### 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 possible. 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)

What have we done since 2020: • The Principal established the Joint Board and Senate Task Force on EDI; • EDI taskforce recommendations were received at the Executive level and are beginning to be put in place; • Executive Team EDI training sessions (Equity 101, Unconscious bias) with Amorell Saunders N'Daw, Partner & EDI Lead with KBRS; • KBRS created an Inclusive Hiring guide for Bishop's, with training provided to Academic Officers and HR; • Signed an agreement with KBRS to develop and recruit a Special Advisor EDI for BU; • Named Denise Lauziere, Chief of Staff, Office of the Principal and Vice-Chancellor, EDI lead for the University; • Signed on as an Employer Partner with the Canadian Centre for Diversity and Inclusion (CCDI) to provide online training for employees; • Update the Quebec Act Respecting Equal Access to Employment in Public Bodies with 2021 data. Future directions: • Approve an Employment Equity statement for both Federal & Provincial requirements • Recruitment Process: Candidate self-declaration during the submission of application • Develop specific hiring processes for Faculty, Managers, and Staff • Finalize the hiring of the Special Advisor EDI for BU

**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.'**

Jointly administered by: