

# Equity, Diversity, and Inclusion Action Plan for the Canada Research Chairs program at the University of Manitoba

## 1 Preamble

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In recognition of the importance of Equity, Diversity and Inclusion in the workplace and in alignment with the requirements set out by the Canada Research Chairs (CRC) program, the University of Manitoba offers the following report that includes an action plan and description of current CRC processes to consistently meet or exceed the University of Manitoba's targets for the number of Canada Research Chair holders that identify as a member of one or more of the four designated groups: Indigenous Peoples, Persons with Disabilities, Racialized Persons/Persons of Colour and Women.

The report is structured to address all of the requirements, including:

- Equity, Diversity and Inclusion Objectives and Measurement Strategies;
- Management of Canada Research Chair Allocations at the University of Manitoba;
- Collection of Equity and Diversity Data; and,
- Retention and Inclusivity.

The Equity, Diversity and Inclusion Objectives and Measurement Strategies section of the report outlines actions to meet and exceed the targets set out by the program. The actions aim to build on an already thoughtful approach to incorporating EDI considerations into the recruitment, retention and advancement of the University of Manitoba's CRCs, such as limiting Tier 1 chairs to two terms since 2014, providing mentorship to Tier2 and recruitment chair holders since 2013 and encouraging selfidentification at the point of application.

The actions in this plan are specific to CRCs. From an institutional perspective, in 2017, the University of Manitoba along with 97 other Canadian post-secondary institutions, committed to [Universities Canada's Inclusive Excellence Principles](#). These principles include developing and/or maintaining an equity, diversity and inclusion action plan. The actions developed through that commitment will further support this CRC EDI action plan by addressing some of the broader, systemic challenges that adversely impact individuals of under-represented groups.

Also from an institutional perspective, the university fully supports the Accessibility for Manitobans Act that became law in December 2013 that aims to help remove barriers to education and lead to a more encouraging and welcoming environment for all students, faculty, staff, and all members of the community. The University of Manitoba released its [Accessibility Plan](#) in December 2016.

The University of Manitoba has made important progress to institutionalize the principles of equity, diversity and inclusion and continues to strengthen those principles with this report and action plan.

Regards,

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Vice-President (Research and International) and Distinguished Professor  
University of Manitoba

## **2 University of Manitoba Canada Research Chair Program: Statement of Commitment**

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University of Manitoba is firmly committed to ensuring equity, diversity and inclusion within the Canada Research Chair program. This statement expresses our ongoing commitment to fostering a culture where all people feel valued, respected and included. Three of our institutional priorities, Creating Pathways to Indigenous Achievement, Building Community that creates an outstanding learning and working environment and Forging Connections to foster high impact community engagement in the Strategic Plan guide and direct our approaches to creating an inclusive and diverse environment.

In accordance with our equity, diversity and inclusion priorities, we are committed to ensuring that all Canada Research Chair applicants have fair and equitable access to opportunities throughout hiring, retention and advancement. Indigenous Peoples, Persons with Disabilities, Racialized Persons/Persons of Colour and Women have traditionally been and are currently underrepresented in the Canadian workforce. The University of Manitoba acknowledges that strategies are necessary to ensure that researchers who are members of these groups are better represented among nominations for Canada Research Chair positions.

Society benefits from the social and economic advantages of an inclusive culture by drawing on the skills of all people. The University of Manitoba is committed to improving the governance, transparency and monitoring of equity, diversity and inclusion within the Canada Research Chair program. This includes actions that will support us in making swift progress towards meeting and exceeding our targets, in addition to ensuring that the essential principles of equity, diversity and inclusion are strengthened within the program.

## 3 Equity, Diversity and Inclusion Objectives and Measurement Strategies

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### 3.1 METHODOLOGY/APPROACH

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The Office of the Vice-President (Research and International) (VPRI) established a working group to respond to the Canada Research Chairs (CRC) Program's call for an Institutional Equity, Diversity and Inclusion Action Plan for Management of the University of Manitoba's CRC program. The working group included current CRCs, the Vice-President (Research and International), the Associate Vice-President (Research), the Vice-Provost (Academic Affairs) and the university's Diversity and Inclusion Facilitator. All four designated groups (FDGs) were represented on the working group. Sub-committees were struck to complete an employment systems review and an environmental scan in order to provide relevant and meaningful information to the working group. The Office of Research Services conducted a comparative review that also informed the overall action plan. The Vice-President (Research and International) and the Provost and Vice-President (Academic) were responsible for approving the plan. The Office of the VPRI will be responsible for communicating the objectives and actions of the plan to the university community and will be accountable for its implementation.

#### 3.1.1 Employment Systems Review

The Employment Systems Review was conducted by a sub-committee that included a CRC, the Diversity and Inclusion Facilitator, an HR Consultant familiar with the recruitment and hiring processes related to CRCs and the Director/Associate Professor of Disabilities Studies. The Office of Change Management and Project Services of Human Resources facilitated the process. The sub-committee investigated the extent to which the institution's current employment systems as they relate to CRCs are open and transparent, and identified barriers or practices that may have an adverse impact on the employment of individuals from the FDGs.

#### 3.1.2 Comparative Review

A comparative review of all CRCs at the University of Manitoba was undertaken by the Office of Research Services and reviewed by the VPRI and Associate VP(Research) and the Director of the office of research services and subsequently reviewed and discussed by the working group. The following variables were considered in the review:

*Salary / Stipend / Teaching release / Admin support / Travel allowance/ Mentoring / Office space*

After these variables were reviewed no discrepancies were found due to the policies and procedures already in place at the University of Manitoba.

#### 3.1.3 Environmental Scan and Unique Institutional Challenges

A sub-committee conducted a scan of the university's environment as well as identified any unique institutional challenges that may impact the recruitment, retention and advancement of CRCs. The sub-committee identified the university's strengths, challenges as well as future opportunities. The scan and review informed the overall action plan.

#### 3.1.4 Review of Best Practices

As a final input, the working group reviewed the CRC Equity, Diversity and Inclusion: Best Practices for Recruitment, Hiring and Retention through a presentation. The review included a discussion of practices that could be included within the University of Manitoba's CRC Equity, Diversity and Inclusion (EDI) action plan.

## 3.2 KEY OUTCOMES:

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Two major sites for action emerged from these reviews: A. Workplace Cultural Awareness; and, B. Policies and Procedures.

### ***A. Workplace Cultural Awareness***

Without raising awareness and fostering a culture of EDI, we risk only addressing the symptoms of systemic underrepresentation of the FDGs without addressing the root cause. The reviews and environmental scan highlighted that, while the University of Manitoba is making important progress in fostering a culture and raising awareness of EDI, more could be done to demonstrate the university's commitment in this regard. Examples of actions under this heading relate to updating the Canada Research Chairs section of the Office of Research Services website and focusing efforts on education and training.

### ***B. Policy***

Policies and procedures, whether formal or informal, guide decision-making to achieve outcomes that align with an organization's strategic direction. The reviews, environmental scan and discussion within the working group highlighted that some of the university's current policies are not reflecting the university's strategic direction of equity, diversity and inclusion and, more specifically, the university's commitment to ensuring we meet or exceed representation of the FDGs within our CRC holders. The actions related to policy outlined in the action plan below were devised to address policy gaps that do not reflect the university's strategic direction on EDI within our CRC holders. Actions range from language changes in existing policy to developing new retention criteria.

## 3.3 ACTION PLAN

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***Goal: To consistently meet or exceed the University of Manitoba's targets for the number of Canada Research Chair holders that identify as a member of one or more of the four designated groups.***

The outcomes from the employment systems and comparative reviews as well as the environmental scan highlighted two main sites for action that informed the action plan below.

**A) Workplace Cultural Awareness: To continue to build a culture and raise awareness of equity, diversity and inclusion within the recruitment, retention and advancement of the Canada Research Chair program at the University of Manitoba.**

	Action	Indicator	Timeline
A1	Update the Canada Research Chair portion of the Office of Research Services website to ensure it is accessible and useable.	An accessible webpage as tested for full range of accessibility	October 2018

A2	Host equity, diversity and inclusion conversations with respect to CRCs focusing on the Diversity and Inclusion strategy with all Deans/Directors	Increase in consultations with Diversity	Ongoing
		and Inclusion Facilitator	
A3	Embed cultural awareness workshops, unconscious bias training and current policy awareness sessions for the administrators and individuals involved in CRC recruitment, retention and advancement.	% of Chairs and Committee members trained	Ongoing
A4	Launch a "U Count" campaign to promote faculty and staff, including CRCs, self-identifying in the Workplace Diversity Questionnaire in January 2019.	% increase in total response.	January 2019

**B) Policies and Procedures: Policies and procedures related to the recruitment, retention and advancement of Canada Research Chair holders will reflect the University of Manitoba's commitment to equity, diversity and inclusion.**

	Action	Indicator	Timeline
B1	Consult with the Deans and Directors on retention, recruitment and advancement of CRCs in relation to enhancing equity, diversity and inclusion. Include issues such as emergency retention and targeted recruitment.	New process/procedure developed and publicized.	March 31, 2018
B2	Develop retention criteria to be shared with Deans and Directors prior to the process.	Criteria developed and shared.	March 31, 2018
B3	Standing committee will consider equity, diversity, and inclusion when reviewing, and making recommendations on allocation, renewals and advancement to the VPRI and Provost and VicePresident (Academic).	Meeting or exceeding targets.	March 31, 2018
B4	Develop procedures, including a statement within the advertising template, to provide accommodation to applicants and chair holders during CRC recruitment, retention and advancement.	Procedures developed and responsibilities assigned.	October 2018
B5	Update language in Call for Canada Research Chairs and clarify FDGs are welcomed.	Revised call for proposals.	Effectively Immediately
B6	Require equity, diversity and inclusion goals in faculties' and/or the University's strategic research plans for CRC recruitment, retention and advancement.	#/# of faculties have plans	When next updated
B7	Strengthen representation of the FDGs in the composition of CRC search committees.	FDG representation on search committees	Effective immediately/ Ongoing

### 3.4 ACTION PLAN IMPLEMENTATION:

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The Canada Research Chairs Equity, Diversity and Inclusion working group that was established to develop this report will continue in their role past the December 15<sup>th</sup> deadline to monitor progress and provide feedback on any issues that arise with the implementation of the action plan. The group will meet quarterly and report to the Vice-President (Research and International) of any feedback, recommendations or decisions related to this action plan.

## 4 Management of Canada Research Chair Allocations at the University of Manitoba

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### 4.1 POLICIES AND PROCESSES FOR RECRUITING CANADA RESEARCH CHAIRHOLDERS

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*Please visit:*

- [Policies & Processes for Recruitment of CRCs](#)

### 4.2 MANAGEMENT OF ALLOCATION

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The Vice-President (Research and International) and Provost and Vice-President (Academic) issue an open call for available chairs in each of the tri-agencies, to unit Deans and Directors, for recruitment, retention, and/or advancement of a Chair. Proposals from the Units must include: i) proposed research and research training program; ii) fit with priority needs of the unit, the University's Strategic Plan and the Strategic Research Plan; iii) fit with the academic staffing plan, fit with the needs of the unit, and how it enhances employment equity in the unit; and iv) the unit's research environment and committed level of support for the proposed chair. Units may submit requests to split Tier 1 chairs or combine two Tier 2 chairs, if availability of chairs allows. A small number of chairs are allocated to support large-scale proposals such as Canada Excellence Research Chair, Canada First Research Excellence Fund, Canada Foundation for Innovation (Innovation Fund), Genome Canada and large cluster and team grants.

### 4.3 PROCESS FOR DETERMINING IN WHICH FACULTY, DEPARTMENT AND/OR RESEARCH AREA TO ALLOCATE CHAIR POSITIONS

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Unit Deans and Directors disseminate the call to College Deans, Department heads and faculty members, indicating its prioritization for chairs. Units form their own committees to evaluate proposals and submit to the Vice-President (Research and International) office, with a rank order for prioritization based on their strategic priorities for research and research training. Final decisions on allocation of chairs to a specific area rests with the Vice-President (Research and International) and the Provost and Vice-President (Academic).

Regarding the corridor of flexibility to split or combine chairs, the University may decide to use flex moves to split Tier 1 chairs into two Tier 2s when a chair position has been allocated to an emerging or fairly new discipline and the pool of established candidates is considered limited. Alternatively, when the search process fails to yield applicants who meet the assessment criteria for a Tier 1 chair in these emerging or new research fields, the UM will decide to use a flex move to split the Tier 1 Chair. The University may use flex moves to combine two Tier 2s to form a Tier 1 chair position when an issue is presented for an existing faculty member to be retained, in most cases in an emergency retention situation and in order to meet and/or exceed our EDI target. The University does not flex any of its chair positions between the tri-agencies. These decisions rest with the Vice-President (Research and International).

### 4.4 RENEWAL OF TIER 2 AND 1 CHAIRHOLDERS:

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Notice of renewal intake dates are provided to unit Deans and Directors, along with the process to assess the excellence of the chairholder and how they have achieved the objectives in the original nomination. Deans and Directors form a committee to evaluate the chair renewal, led by the Dean and/or associate Dean (research),

which includes the Department head(s) and where appropriate, the research centre/institute Director. The chairholder's CV, CRC performance report, and a one-page summary of the research objectives for the following five-year term of the chair, are used in the evaluation. A recommendation that includes the process used to arrive at the recommendation is submitted to the Vice-President (Research and International) and Provost and Vice-President (Academic) for final decision.

#### 4.5 PHASE-OUT DUE TO RE-ALLOCATION PROCESS

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The Vice-President (Research and International) office strategically plans its chair allocations by not overcommitting chair positions should it lose a chair(s) due to a reallocation exercise. The UM does not phase out existing chairs in order to be able to return lost chairs. The UM also strategically plans for EDI and strives to meet and/or exceed our targets in all of the designated groups.

#### 4.6 SUPPORT PROVIDED TO CHAIRHOLDERS

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The institution's [Chairs Support Program](#) provides funds to offset a portion of the chair salary in order for CRC funds to be used to cover eligible expenses allowed under the CRC program guidelines for the chair's research program. The institution's policy ensures chairholders have a reduced teaching load of at least 50% of the normal teaching load in a unit, thus increasing protected time for research. All are provided with office space. Unit Deans and Directors work with the Provost and Vice-President (Academic) office to establish an appropriate salary for chairholders in accordance with the Collective Agreement between the University of Manitoba and its Faculty Association. Chairholders are eligible to receive an annual salary stipend (\$10k per annum for Tier 2; and \$20k for Tier 1) during their first and second terms of their CRCs. The annual administrative fees charged to each of the chairs is set conservatively at \$10k for Tier 1 and \$5k for Tier 2 for research services, technology transfer and financial services support. Unit deans and directors work with department heads and centre directors to ensure chairholders have assigned mentor(s), access to research equipment and administrative support. These supports are consistent among all chairholders, and as such, individuals from the four designated groups are not disadvantaged in negotiations related to the level of institutional support that is provided. The University includes in all its CRC advertisements a statement that the institution takes action to promote equity, diversity and fosters a culture of inclusivity; and that all applicants will have fair and equitable access to opportunities throughout the retention, recruitment and advancement processes. The advertisement also contains standard language that encourages applicants to explain career leaves and that measures will be taken to ensure that these leaves will be taken into careful consideration during the evaluation process. The Associate Vice-President (Research), who acts as the University's equivalent equity officer for the CRC program, sits on all CRC Nomination Selection Committees and ensures that career leaves are highlighted and discussed at the meetings and throughout the search process. Committee members will receive equity training that includes instruction on how to recognize and combat unconscious, implicit, overt, prejudicial and other kinds of bias, which is also reflected in the CRC advertisement.

##### ***Workshop for Chairs and Other Members of Search Committees (Facilitators: Director of the Office of the Provost and Vice-President (Academic) and the Diversity and Inclusion Facilitator)***

The primary objective in appointing academic staff is to provide the best possible educational programs for a diverse student body and to ensure the highest standards of achievement in research, scholarship, and creativity. This workshop reviews the processes, policies and procedures relating to the hiring of academics and is designed for academic administrators, administrative assistants and search committee chair and members. Inclusive hiring practices and unconscious bias training is shared.



## 5 Collection of Equity and Diversity Data

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The University of Manitoba complies voluntarily with Employment Equity and collects workforce information. This allows the university to measure diversity, create appropriate initiatives to address underrepresentation and determine if our initiatives are successful.

Our UM Careers Page contains the following message:

“The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority”.

### 5.1 SELF-IDENTIFICATION: APPLICANTS

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Applicants to chair positions are emailed a link to the Equity Questionnaire and invited to answer the equity questions. Applicants have the option to share their responses with the search committee. Please see Appendix 1: University of Manitoba Faculty Recruitment Equity Questionnaire.

### 5.2 SELF-IDENTIFICATION: NEW EMPLOYEES (STAFF AND FACULTY)

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The Workplace Diversity Questionnaire can be completed online or a hard copy is provided, if preferred. Please see Appendix 2: Workplace Diversity Questionnaire.

A new hire report is generated twice per month; part of this report indicates who has not completed the workplace diversity questionnaire, a friendly email reminder with links to the questionnaire and an electronic copy is sent to those people. On the 15<sup>th</sup> of the month, another report is generated and a second reminder is sent.

### 5.3 ENCOURAGEMENT TO SELF-IDENTIFY: U COUNT CAMPAIGN

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The University is launching a campaign, “U Count” in January 2019, encouraging faculty and staff to complete the revised Workplace Diversity Self-declaration. The new self-declaration includes more relevant and respectful language and faculty and staff will be asked “Would you like to receive information about learning opportunities and/or invitations to participate in focus groups and committees?” giving us the opportunity to connect with designated groups on a proactive level to promote opportunities. The collection of workforce information allows us to create appropriate initiatives to address underrepresentation and to determine if our initiatives are successful.

*The University of Manitoba is committed to workplace diversity, equity and inclusion. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people. Diversity & Inclusion is an organizational strategy designed to build on the advantages that diverse and inclusive cultures bring. We all benefit from the social and economic advantages of an inclusive culture by drawing on the skills of all people. The collection of workforce information will be used to determine whether the representation of the four designated groups working in specific occupational groups within our workforce is consistent with their availability in the larger Canadian workforce. The University acknowledges the historical discrimination against the LBGT2SQ community and has included gender identity and sexual orientation questions in our workplace diversity questionnaire. Information from this questionnaire will assist the University in developing programs and initiatives to support a diverse and inclusive campus community and identify and remove barriers to employment and advancement. To help us achieve this, we are asking all Faculty and Support Staff to please complete the Workplace Diversity Questionnaire.*

*You have the right to review and correct information relating to you at any time. You can self-identify in more than one designated group if applicable. If you have any questions, please contact [valerie.williams@umanitoba.ca](mailto:valerie.williams@umanitoba.ca)  
Please count yourself in!*

*If you have not completed the Workplace Diversity Questionnaire or wish to amend your data, you can do so at any time by accessing the form through the JUMP portal as described below. To access the questionnaire, please see the following instructions:*

## 6 Retention and Inclusivity

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### 6.1 PROVIDING A SUPPORTIVE AND INCLUSIVE WORKPLACE FOR ALL CHAIRHOLDERS AND HOW THIS IS MONITORED

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All CRCs (including those in FDGs) are provided mentoring, usually through a senior colleague and one who is currently or was formerly a CRC themselves. The CRC application process specifically outlines the “environment” in which the CRC will be working. “Environment” refers not only to their physical space and equipment etc., but also to colleagues and potential collaborators with whom the CRC can work. CRCs also meet annually with their department heads to discuss performance and other issues that may be of concern regarding the advancement of their chair programs.

Additionally, and annually, all CRCs report on their previous year as a chairholder and can comment on both the positive and challenging aspects of their experience. In the case of challenges, the Office of Research Services Director brings these to the attention of the VPRI, Faculty Dean and/or Department head as appropriate, for resolution with the CRC. Similarly, when CRCs leave the University, they meet with their faculty dean and/or department head. Reasons for departure are relayed to the VPRI. If possible, measures to rectify issues are implemented to improve overall the CRCs’ environment, support and ability to deliver on their programs.

### 6.2 THE PROCEDURES, POLICIES AND SUPPORTS IN PLACE THAT ENABLE THE RETENTION OF INDIVIDUALS FROM THE FDGS.

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See section 4.1

### 6.3 ADDRESSING EQUITY, DIVERSITY & INCLUSION CONCERNS RELATED TO CANADA RESEARCH CHAIR PROCESSES AT THE UNIVERSITY OF MANITOBA

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#### **6.3.1 Concerns received within the CRC recruitment process:**

Any equity, diversity and/or inclusion concerns raised or received during the recruitment process will be monitored, addressed and reported by way of the Equivalent Equity Officer (EEO) on each search committee. Each step of the recruitment process is monitored and approved by the EEO before moving forward to the next step; accordingly, any concerns raised or received will be handled within this process.

#### **6.3.2 Concerns received outside of the recruitment process:**

The University of Manitoba encourages and supports a community which embraces Equity Diversity, Inclusion and the dignity of all people. EDI concerns are considered as purported discrimination or harassment complaints in the human rights area. These complaints are brought forward to the Office of Human Rights and Conflict Management (OHRM) via various means, including optional confidential disclosure. The OHRM provides information and assistance if a concern or complaint is brought forward and assists in resolving through informal discussions and processes or through a formal complaint process. See:

[https://umanitoba.ca/human\\_rights/rwle/how\\_we\\_c\\_h.html](https://umanitoba.ca/human_rights/rwle/how_we_c_h.html) for details surrounding these processes. For the formal process, UM senior administrative personnel, including union representatives and witnesses (if applicable) are involved. University officials have a responsibility to take effective and immediate actions to address incidents of discrimination and harassment.

### 6.3.3 Contact Information

For further information related to equity, diversity and inclusion for the CRC process at the University of Manitoba, please contact:

General Equity, Diversity and Inclusion queries:	CRC related EDI queries:
Valerie Williams Diversity and Inclusion Facilitator Human Resources Valerie.Williams(at)umanitoba.ca 204.474.8371	Annemieke Farenhorst Associate VP (Research) Equivalent Equity Officer: CRC Search Committees Annemieke.Farenhorst(at)umanitoba.ca

## APPENDIX 1: FACULTY RECRUITMENT EQUITY QUESTIONNAIRE



### University of Manitoba Faculty Recruitment Equity Questionnaire

#### Confidential Questionnaire

The University requests that all applicants for employment provide the information required under its policies on hiring Canadians and on employment equity. Please complete this electronic questionnaire immediately upon receiving the link from the Department to which you are applying.

\* 1. Please provide

Family Name

Given Name

\* 2. Where did you learn of this opportunity? Please select any that are relevant.

☐

Canadian Association of University Teachers (CAUT)

☐

University Affairs

☐

University of Manitoba Career Opportunities

☐

Specialty Specific Listserv

☐

Specialty/Specific Advertisement (Journal)

☐

Networking

Other (please specify)

## University of Manitoba Faculty Recruitment Equity Questionnaire

### PART I: Canadian Status

#### Response Required

**Except where it is clearly to the disadvantage of the University and its programs, qualified Canadian applicants shall be given preference over non-Canadian applicants in hiring decisions. For these purposes, Canadians are defined as: 1) Canadian citizens; 2) permanent residents of Canada; OR 3) those permanent resident applicants who have received approval in principle from Citizenship and Immigration Canada and hold a valid open work permit which authorizes work pending finalization of permanent residency.**

#### \* 3. Canadian Citizenship

In order that we can complete your application, please indicate whether you are a Canadian citizen or permanent resident as described above:

- ☐ Yes
- ☐ No

#### 4. Work Permit

If you are not a Canadian citizen, do you have a current valid work permit for Canada?

- ☐ Yes
- ☐ No

## University of Manitoba Faculty Recruitment Equity Questionnaire

### PART II: Employment Equity Questionnaire

#### Response Requested

The University of Manitoba is committed to achieving an inclusive workplace. As part of this commitment, we comply voluntarily to the Employment Equity program which seeks to diversify our workforce and increase the representation of the four designated groups: women, Indigenous peoples, racialized persons/persons of colour and persons with disabilities.

Part of our Diversity & Inclusion Strategy means ensuring that our hiring practices reflect our commitment to employment equity. In order to do this, we ask that you complete the following questionnaire. The completion of this section of the form is voluntary. The information you provide will be used to track the numbers of applications received from members of the designated groups. It may also be used in the selection of candidates for employment. However, only individuals qualified for the position will be considered. Your response will be kept confidential and will be destroyed once the position is filled.

Further information can be obtained by contacting the Diversity & Inclusion Facilitator at 474-8371.

#### 5. Gender

Please indicate your gender:

- ☐ Female
- ☐ Male

#### 6. Indigenous Peoples

A descendant of the original peoples of North America. An Indigenous person MAY be First Nations, Métis or Inuit.

First Nations includes "Status", "Treaty", or "Registered" Indians as well as "Non-Status" and "Non-Registered" Indians.

Are you an Indigenous person?

- ☐ Yes
- ☐ No

#### 7. Racialized Persons/Persons of Colour:

Those who have been treated differently by people or institutions on the basis of their perceived racial backgrounds, colour and/or ethnicity. This diversity category includes Indigenous people from outside North America.

Do you self-identify as a "racialized person" or "person of colour"?

☐ Yes

☐ No

#### 8. Persons with Disabilities

Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

Do you self-identify as a person with a disability?

☐ Yes

☐ No



## University of Manitoba Faculty Recruitment Equity Questionnaire

### Share information with Search Committee

**If you have not already done so, you may wish to advise the Search Committee of your status as a member of a designated group. Please indicate below if you wish to forward your responses to the Chair of the Search Committee.**

\* 9. I wish to have my responses forwarded to the Search Committee.

☐ Yes

☐ No

## University of Manitoba Faculty Recruitment Equity Questionnaire

### FIPPA Statement

**This personal information is being collected under the authority of the University of Manitoba Act and will be used to track the numbers of applications received from members of the designated groups. It may also be used in the selection of candidates for employment. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.**

## APPENDIX 2: WORKPLACE DIVERSITY QUESTIONNAIRE (NEW FACULTY AND STAFF)

U Count!



UNIVERSITY  
OF MANITOBA

### Workplace Diversity Questionnaire

Please return this form to Valerie Williams, Diversity & Inclusion Facilitator, Learning & Organizational Development,  
137G Education Building or scan to [valerie.williams@umanitoba.ca](mailto:valerie.williams@umanitoba.ca)

*The University of Manitoba is committed to workplace equity, diversity and inclusion. Information from this questionnaire will assist the University in developing programs and initiatives to support a diverse and inclusive campus community and identify and remove barriers to employment and advancement. For details on the collection of workforce information please see:*

[http://umanitoba.ca/admin/human\\_resources/equity/riseupandbecounted.html](http://umanitoba.ca/admin/human_resources/equity/riseupandbecounted.html)

*This questionnaire is voluntary and you can check the box “I have decided not to complete the workplace diversity questionnaire”. This lets us know you have had an opportunity to complete this form and you will not be sent any future reminders.*

#### Section A

1. Employee Name \_\_\_\_\_ Employee No. \_\_\_\_\_

2. ☐ I have decided not to complete the workplace diversity questionnaire. (If you select this box, you may disregard the following questions (3 to 7) and return the form.)

#### Section B: Voluntary Questions

##### 3. Indigenous Person

A descendant of the original peoples of Turtle Island/North America. An Indigenous person **MAY** be First Nations (status or non-status), Métis (registered or non-registered) or Inuit.

**Do you self-identify as an Indigenous Person?**

Yes ☐ No ☐ I choose not to answer ☐

**If you answered “yes” to question three (3), do you self-identify as:  
(please check all that apply)**

- ☐ First Nation
- ☐ Métis
- ☐ Inuit
- ☐ American Indian/Alaska Native/Pacific Islander
- ☐ Indigenous from outside Turtle Island/North America

##### 4. Racialized Person/Person of Colour:

Those who have been treated differently by people or institutions on the basis of their perceived racial backgrounds, colour and/or ethnicity, which may hinder their full and effective participation in society on an equal basis with others.

**Do you self-identify as a “racialized person” or “person of colour”?**

Yes ☐ No ☐ I choose not to answer ☐

**5. Persons with Disabilities**

Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

**Do you self-identify as a person with a disability?**

Yes ☐ No ☐ I choose not to answer ☐

**If you answered “yes” to question five (5), please indicate the nature of the disability**

Physical ☐ Mental/Cognitive ☐ Physical and Mental/Cognitive ☐ I choose not to answer ☐

**6. Gender Identity and Sexual Orientation**

Do you self-identify as a person who is transgender, transsexual, trans, gender\* variant or gender other than that which was assigned to you at birth?

Yes ☐ No ☐ I choose not to answer ☐

Do you self-identify as a person who is LGBT2SQ+ or a similar term?

Yes ☐ No ☐ I choose not to answer ☐

**7. We would like to promote learning opportunities to designated group members and/or request participation in focus groups or committees.**

Would you like to receive information about learning opportunities and/or invitations to participate in focus groups and committees?

Yes ☐ No ☐ I choose not to answer ☐

*You have the right to review and change information relating to you at any time including “I have decided not to answer the questions.”*

*You can self-identify in more than one designated group if applicable. If you have any questions, please contact [valerie.williams@umanitoba.ca](mailto:valerie.williams@umanitoba.ca)*

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