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### Complete Full Report

#### 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](#). Ensure to remove all numbers less than 5 prior to posting on your website in cases where your report includes the representation of individuals from underrepresented groups among your chairholders. This is a requirement of the *Privacy Act*.

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:**

University of Northern British Columbia

**Contact Name:**

Mark Barnes

**Position Title:**

Director, Research and Innovation

**Institutional Email:**

mark.barnes@unbc.ca

**Institutional Telephone Number:**

250-960-5184

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

Yes

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

Date of most recent plan (e.g. latest revision of the public plan):

06/08/2022

Rating given action plan in most recent review process:

'Satisfies'

Name of vice-president level representative responsible for ensuring the implementation of the plan:

Kathy Lewis

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, persons with disabilities, Indigenous Peoples and racialized minorities, LGBTQ2+ 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 (either the one approved by TIPS or the one currently 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**

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 1:

Ensure all identified Employment Systems Review (ESR) issues are addressed.

**Systemic barriers -**

Please provide a high-level description of the systemic barriers (e.g., summarize what the barriers are and how they were identified):

Systemic barriers include inadequate employment policies, inadequate training for hiring committees and lack of inclusive language within UNBC resources.

**Corresponding actions undertaken to address the barriers:**

Worked through identified ESR issues and provide guidance on completing.

**Data gathered and Indicator(s) - can be both qualitative and quantitative:**

EDI Action Plan was advanced in a timely fashion.

**Progress and/or Outcomes and Impacts made during the reporting period:**

EDI Action Plan was advanced in a timely fashion as well as the following: 1. Equity in Employment policy was revised; 2. There was a strong effort to increase knowledge and empower UNBC leadership and CRC committees; 3.

Knowledge of accommodation gaps with improvements was increased; 4. Training for hiring and promotion and tenure committees has been established; 5. More inclusive language has been added to key resources to enable UNBC to attract more underrepresented people to the CRC program and the campus.

**Challenges encountered during the reporting period:**

Having appropriate resources available to advance EDI efforts.

**Next Steps (indicate specific dates/timelines):**

Continue to advance the EDIAP to ensure the plan satisfies the program requirements. UNBC will be hiring an EDI Officer to advance outstanding items within the EDIAP.

**Was funding from the CRCP EDI stipend used for this key objective?**

Yes

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.

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective:

35569

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

EDI Consultant. Please note that I have included the total amount paid to the consultants which represents work towards all objectives the consultants were hired for. It is impossible to break out how much was paid towards each objective as they worked on all of them at the same time.

**EDI Stipend Impact Rating**

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this key objective:

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

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

Leveraged cash or in-kind contributions from your institution (if applicable):

Amount \$	Source / Type (cash or in-kind)
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1	5000 cash
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**Do you have other key objectives to add?**

No

**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.

**Challenges and Opportunities**

Other than what has been outlined in the section above, outline any challenges and

opportunities or successes regarding the implementation of the EDI action plan, as well as best practices that have been discovered to date. If COVID-19 has had an impact on the implementation of the institution's action plan, please outline how below. How has or will the institution address these challenges and opportunities? (limit: 5100 characters):

A key challenge UNBC faced was that many of the outstanding items required to advance our EDIAP fall outside of the responsibility of the Research Office. Therefore, updating policies, improving hiring processes and other key objectives were delayed. A key opportunity that has resulted, however, is that UNBC recently hired an Associate Vice President - EDI and this position will be a key support and this individual will play a key role in moving the EDIAP effort along.

## 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:

Objective: Equity in Employment policy improvement; Objective: Determine any accommodation gaps and create accessible web source; Objective: Strategic Research Plan is inclusive and values diversity; Objective: UNBC presents as an open and inclusive organization. Please note: multiple objectives have been added to this field as they are closely related and the indicators and outcomes overlap.

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

Action: review, revise and draft new policy and/or provide a clear context for merit-based language; Indicator: New policy and/or contextual language added and ready for Senate and Board of Governors review and approval.

Indicator: accessible web source created where accommodations are clearly presented and additional resources made available. Indicators: CRC candidates, including the FDGs, are able to relate to the research priorities of the institution as required in the call. Indicator: UNBC is perceived by candidates as an open, transparent, fair and inclusive organization as indicated by an increased number of applications from underrepresented groups.

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

Equity in Employment policy was revised; Accommodation gaps were identified and we are creating an accessible web source; Strategic Research Plan has been revised to ensure it is inclusive and values diversity; UNBC has updated language in various locations to ensure the institution presents as an open and inclusive organization.

Outline the total expenditures below:

[Redacted]

Total funds of EDI stipend spent on the objective: 35546

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:

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 hire an EDI consultant. The consultant worked on a number of objectives to advance UNBC's EDIAP as outlined above.

Do you have other objectives to add?

No

**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**

**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 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)

UNBC worked to engage with individuals from underrepresented groups by inviting them to join engagement sessions hosted by the institution. This included using inclusive language within advertisements to encourage individuals from the 4DGs to participate. UNBC's new AVP - EDI will be engaged to support the go-going involvement of the underrepresented groups at UNBC.

#### **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)

UNBC has created the Office of Equity Affairs, which our new Associate Vice President - EDI oversees. UNBC is also creating an Specialist, EDI position, which will be tasked with creating a safe space for minority deserving groups to disclose issues on campus (informal and formal). Once this position, Specialist, EDI, is filled, our hope to address some minority-focused policy assessments/creation over the 2022-23 years. Our AVP-EDI is hoping to better align the Scarborough Charter commitments into the strategic planning which will be occurring this year. UNBC is also researching an initiative to better protect professional students during their practicum placements and clearly understand our role and responsibility as the educational body. UNBC is also looking to build an applicant intake form to include pronouns and other information for streamlining intake of resumes/cv etc (Online Form); Creating a welcoming and safe environment during the interview (a resource); Concluding the process with candidates that were not selected, share feedback and keep communication open; UNBC has also created an Accessibility Ambassadors Program that will champion research and operational initiatives aimed at addressing accessibility challenges for faculty, staff and students; among other initiatives.

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

I have reviewed my responses and I am ready to submit my report.

A reminder that institutions are required to post a copy of this report (as submitted) on their public accountability and transparency web pages within 7 working days of the deadline for submitting the report to TIPS.

**This information will be sent to the Tri-agency Institutional Programs Secretariat when you click 'Submit'. You will receive a confirmation email with a copy of your completed form in HTML format once it is submitted.**

Jointly administered by:

