

Canada Research Chairs Institutional Equity, Diversity, Inclusion Action Plan, 2017-2019
University of Ottawa
September 08, 2017

Preamble

In follow up to recommendations from the 15th year evaluation of the federal Canada Research Chairs (CRC) Program, the Program has required that institutions adopt greater transparency in the allocation, selection and renewal processes for chairholders. Specifically, as of spring 2017, institutions are required to develop their own equity, diversity and inclusion Action Plans.

In compliance with the Program’s specific requirements (http://www.chairs-chaire.gc.ca/program-programme/admin_guide-eng.aspx#equity), the University of Ottawa has identified the following Action Plan to address the underrepresentation of individuals from the four designated groups (FDGs) - women, Aboriginal Peoples, persons with disabilities, and members of visible minorities - among its CRC allocation.

The Action Plan includes four (4) impactful equity, diversity and inclusion objectives, as well as a series of actions that will enable the University to make swift progress in addressing the barriers currently experienced by individuals from the FDGs in accessing and benefiting from the Program. The University will progressively meet these objectives within the 18 to 24 months following the implementation of its Action Plan on December 15, 2017. This plan will be revised and improved as needed going forward.

Objective	Action	Target date
1. Expand equity, diversity and inclusion in recruitment practices.		
1.1 Provide mandatory training to all individuals involved in the recruitment and nomination processes.	<ul style="list-style-type: none"> a. Research available resources and assess internal requirements. b. Develop training sessions on equity, diversity, inclusion and unconscious bias for all individuals involved in the process (i.e. senior administrators, research administrators, selection committee members and chairs). c. Upload training session and certificate onto uOttawa’s website. 	November 2017
1.2 Ensure fairness and transparency in recruitment and nomination processes.	<ul style="list-style-type: none"> a. Submit a copy of the open job advertisement with the paper copy of all nominations submitted to the CRC Program. b. Ensure a fair representation of the FDGs within selection committee composition. c. Widely advertise CRC positions, including internationally and to professional societies and associations of designated groups. d. Implement a hiring process, as required by the CRCP that will address gaps in representation of the FDGs. e. Conduct an evaluation of existing processes to identify barriers. 	October 23 rd 2017 (a) Ongoing (b,c,d)
2. Develop data collection and reporting tools.		
	<ul style="list-style-type: none"> a. Publicly report to the program on the progress made in meeting uOttawa’s CRC equity objectives on a yearly basis. b. Develop and include a self-identification form in all CRC job advertisements (https://research.uottawa.ca/sites/research.uottawa.ca/files/uo_self_id_crc_en.pdf) c. Provide chairholders with an opportunity to self-identify; collect and safeguard confidentiality of data. 	October 31 st of each year (a) Ongoing (b to f)

Objective	Action	Target date
	<ul style="list-style-type: none"> d. Collect data regarding current chairholders who self-identify as members of the FDGs and perform gap analysis. e. Add the following link on uOttawa's website regarding CRC Program equity target data statistics: http://www.chairs-chaire.gc.ca/about_us-a_notre_sujet/statistics-statistiques-eng.aspx. f. Conduct an analysis of uOttawa success rates of individuals from the FDGs to monitor for bias in the national program's peer review process. g. Monitor Chairholder annual reports to identify equity concerns/complaints and flag them to senior management for follow-up; capture best practices. h. Produce an annual report of complaints regarding equity, diversity and inclusivity and how they were addressed by senior administration; identify best practices. 	
3. Enhance institutional commitment to equity, diversity and inclusion.		
	<ul style="list-style-type: none"> a. Obtain uOttawa Administration Committee approval of CRC Institutional Equity Action Plan and provide regular reporting on progress. b. Adopt a policy limiting Tier 1 CRC terms to a maximum of two. c. Update Equity Mission Statement related to CRCP on uOttawa's website. d. Document and communicate processes related to the management of chairs allocations. e. Increase representation of the FDGs in the strategic research planning and allocation of chairs. f. Promote and celebrate successes of CRC holders who are members from the FDGs. g. Work with relevant areas to ensure that institutional data on uOttawa FDGs is broadly communicated. 	<p>Summer 2017 (a,b)</p> <p>Ongoing (c to g)</p>
4. Support Retention and Inclusivity for the FDGs.		
	<ul style="list-style-type: none"> a. Provide a supportive and inclusive workplace for all chairholders (including those from the FDGs) by treating them fairly and respectfully and by offering equal access to opportunities and resources. b. Implement retention mechanisms for Tier 1 and Tier 2 CRC holders (including those from the FDGs) finishing their second term. c. Work with existing institutional resources to develop mentorship opportunities for CRC holders of the FDGs. d. Add the following link on uOttawa's website for enquiries related to equity concerns or complaints: <ul style="list-style-type: none"> • uOttawa Research Management Services: http://research.uottawa.ca/rms/ 	<p>Summer 2017 & Ongoing</p>