

University of Lethbridge Equity, Diversity and Inclusion Action Plan


The University of Lethbridge has identified the following actions in response to the [Canada Research Chairs Program's \(CRCP\) equity, diversity and inclusion \(EDI\) requirements](#) to address the underrepresentation of individuals from four designated groups (FDGs) – women, Indigenous Peoples, persons with disabilities, and members of visible minorities – among its chairs allocation. The University of Lethbridge EDI Action Plan includes four components with eight objectives as well as a series of actions that will enable us to make swift progress in addressing barriers faced by individuals from the FDGs in accessing and benefiting from the Program. The University will progressively meet these objectives over the 24 months following the implementation of its EDI Action Plan on December 15, 2017. This plan will be revised and improved as needed going forward.

For more information, [please see the practices outlined by the Tri-Agency Institutional Program Secretariat online here](#).

Objectives	Actions	Timeline
Equity, Diversity and Inclusion Objectives and Measurement Strategies		
1. Identify current barriers or unique challenges that may have an adverse effect on recruiting and nominating individuals from the FDGs.	a) Continue to build ongoing, broad-based stakeholder consultation to identify barriers in recruiting FDG applicants. b) Implement survey tool to collect FDG status data on application pools. Access to this data must be tightly controlled in the interest of privacy protection. c) Establish a President's Advisory Committee on Equity, Diversity and Inclusion.	October 2017 – October 2019
2. Provide mandatory training to all individuals involved in chair recruitment and nomination.	a) Catalogue available resources and support tools. b) Implement EDI training sessions for all individuals involved in chair recruitment and nomination development (senior administrators, research officers, selection committee members, academic chairs, deans and associate deans). c) Track completion of EDI training sessions.	September 2017 forward
3. Work to ensure fairness and transparency in chair recruitment and nominations.	a) Ensure FDG individuals are represented on chair selection committees. b) Require that selected academic units present a distribution plan to advertise available CRC positions through FDG disciplinary associations as part of the Management of Canada Research Chair Allocations Standard Operating Procedures . c) Retain website link to open chair advertisements for three years and submit a copy to the Program Secretariat with the relevant chair nomination.	October 2017
4. Examine recruitment practices.	a) Assess feasibility of retaining a professional search firm with special expertise in FDG recruiting for upcoming chair positions. b) Update the University of Lethbridge Best Practices for Hiring with a Focus on Equity and Diversity Guide (original version October 2007).	October 2018
Management of Canada Research Chair Allocations		
All points are addressed in the University of Lethbridge Management of Chairs Standard Operating Procedures .		October 2017

Collection of Equity and Diversity Data		
5. Collect and protect data on FDG applicants and chairholders.	a) Create and implement a survey tool to collect data on FDG status in application pools and among current chairholders. b) Protect data and safeguard confidentiality according to Alberta's <i>Freedom of Information and Protection of Privacy Act</i> and other applicable regulations. c) Review and implement findings of the Equity Working Group.	October 2017 forward
6. Annual reporting	a) Report annually to the CRCP on institutional progress on this plan. Monitor chairholder annual reports to identify EDI concerns and flag them to senior management for action. Identify and implement best practices.	Ongoing
Self-identification form (please see attached appendix).		
Retention and Inclusivity		
7. Provide a supportive and inclusive workplace.	a) Ensure that equal access to institutional opportunities and resources is available to all chairholders in virtue of disciplinary need. b) Support and implement direction and guidance of the revitalized Indigenous Education Committee, its leaders and elders. c) Identify institutional planning mechanisms that can promote retention and inclusivity.	December 2017 – December 2019
8. Enable retention of FDG chairs.	a) Monitor effectiveness of the updated CRC renewal process (described in the University of Lethbridge Management of Chairs Standard Operating Procedures) as a retention mechanism. b) Create a formal mentoring program for new chairs and researchers. c) Address FDG chair retention in the upcoming strategic research plan.	January 2018 – December 2019
For contact information and EDI complaint mechanisms, please visit the University of Lethbridge public accountability page .		

Appendix: self-identification form (Qualtrics survey tool).



University of
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In the [Canada Research Chairs Administration Guide](#), the Tri-Agency Institutional Programs Secretariat (TIPS) requires that institutions participating in the chairs program collect data on the self-identified status of applicants from four designated groups: women, members of a visible minority, persons with a disability, and Indigenous Peoples. For applicants to chair positions, this self-identification survey is entirely voluntary. The data collected will be used for aggregate reporting to TIPS and to identify and address institutional barriers facing individuals who identify as members of the four designated groups.

No universal definition of these terms is being applied to determine membership in any of the named groups. Please voluntarily respond to all the applicable groups to which you self-identify as belonging. More information about [equity, diversity and inclusion practices at TIPS](#) is available [here](#).

Do you wish to self-identify as a member of any of the following groups?

Women

Visible minority

Persons with a disability

Indigenous

Not a member

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta *Freedom of Information and Protection of Privacy Act* ("Act") and will be protected under Part 2 of the Act. The information is collected for the purpose of: collecting statistics on Canada Research Chair applicants, providing the self-declaration responses to the internal selection committee should the University of Lethbridge determine it is appropriate to do so, as well as fulfilling reporting requirements to the Tri-Agency Institutional Programs Secretariat of the Canadian Federal Government as the funder of the chairs program. If you have any inquiries in regards to the collection of your personal information, please direct those inquiries to: FOIP Coordinator, University of Lethbridge, 4401 University Dr. West, Lethbridge, Alberta T1K 3M4, telephone: 403-332-4620, email: foip@uleth.ca.

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