Equity Implementation Plan

Approved by Faculty Council, April 12, 2000

Preamble
This document outlines an Equity Implementation Plan for the Faculty of Education within the context of the University of Alberta's broader policies. The University’s commitment to a climate of equity is embodied in several policies such as Opening Doors: A Plan for Employment Equity (1993) and a preceding document entitled Report of the President's Commission for Equality and Respect on Campus (1990).

Through Opening Doors, the University aims to improve the climate on campus for four designated groups that have historically been disadvantaged in employment: aboriginal persons, persons with disabilities, women, and members of visible minorities. On October 23, 1995, Dr Doug Owram, Vice-President (Academic) wrote to all Deans of the University requesting that each faculty develop an equity plan and an implementation plan. The Equality and Respect Committee of the Faculty of Education was given the task by the Dean to develop an equity plan and an implementation plan for the Faculty.

In March 1996, the Equity Plan was approved by Faculty Council. The first draft of the Implementation Plan was presented to the Executive Council in November 1997. This document is a refinement and updating of the original implementation plan presented to Executive Council based on the feedback provided at that meeting and further consultations with the Dean.

While the Faculty of Education Equity Plan recognizes the shared responsibility of all members of the University community in maintaining and promoting an environment free of discrimination and harassment, certain committees and individuals have special responsibility for implementing the Equity Plan. Implementation of the Faculty of Education Equity Plan will help educators promote constructive and caring relationships among students and staff within the University, and among students and teachers in schools.

Plan
The proposed implementation plan outlines the responsibilities pertaining to specific officers and committees. It should be read in conjunction with the Equity Plan as approved by Faculty Council in March 1996. (Appendix "A")

TO BE FORWARDED TO:

1. THE DEAN
In order to meet the equity goals stated in the Faculty of Education Equity Plan, the Dean should ensure that:

   The Faculty Equity Plan
   The relevant recommendations for Actions Needed as stated in the Faculty of Education Plan are brought before the Faculty of Education Executive Council.
Decision Making
Committee members and administrators receive training in human rights and equity issues.

Downsizing and Changes
- Fair and equitable implementation of existing University policies is followed concerning reassignment of duties.
- Regular review of procedures for the termination or reassignment of positions be undertaken to ensure there is no adverse discrimination against academic or support staff.
- Exit interviews be conducted consistently and confidentiality maintained.

Climate and Education
1.1 Information on employment and equity issues be provided at the time of hiring and on an ongoing basis for all employees.

1.2 There is an acceptance of diversity of inquiry and orientation toward knowledge.

1.3 Course outlines include an inclusive language and equity statement.

1.4 The IDQ course evaluations include a specific question on climate issues (e.g., questions 924 and 693 in Appendix "B").

Hiring
1.5 As vacancies arise, the job descriptions are reviewed to ensure inclusion of only bona fide occupational requirements.

1.6 As all permanent academic and non-academic positions are advertised, the possibility of job sharing is indicated.

1.7 Consistent practices across the Faculty are developed for the recruitment and selection of graduate teaching assistants and graduate research assistants (see Faculty of Graduate Studies and Research: Funding of Graduate Students).

1.8 Consistent practices across the Faculty are developed for the recruitment, selection and retention of sessionals (see Collective Agreement) and support staff as outlined in the respective agreements. (Appendix "C")

1.9 A consistent and fair advertising policy is developed in the Faculty to ensure a broad base of qualified and interested candidates for all appointments.

2.0 Applicant pools increased by widely distributing the advertisements for vacant positions in order to inform members of under represented groups. (Appendix "D")

2.1 The representation of designated groups among academic and non-academic staff is monitored regularly.
2.2 Members of each selection committee receive training on Employment Equity and human rights considerations from the Office of Human Rights.

2. ASSOCIATE DEAN (UNDERGRADUATE STUDENT SERVICES)
In order to meet the equity goals stated in the Faculty of Education Equity Plan, the Associate Dean (Undergraduate Student Services) should ensure that:

Climate and Education:
1 Recruitment and admission policies and procedures encourage the increase in the number of undergraduate students in the under represented groups.

2 Student orientation programs are well advertised

3 Handbooks or orientation materials for students contain information regarding equity and respect issues.

3. DEPARTMENT CHAIRS
In order to meet the equity goals stated in the Faculty of Education Equity Plan, the Department Chairs should ensure that:

Climate and Education
- Recruitment and admission policies and procedures encourage the increase in the number of graduate and undergraduate students in the under represented groups.
- Handbooks or orientation materials for students contain information regarding equity and respect issues.

Retention and Advancement
3.1 Supervisors (chairs, APOs) develop procedures to monitor the working environment and career progression of all faculty and staff.

3.2 Decisions concerning leave provisions and career implications for child/spousal/eldercare, illness and parental leave are made within the spirit of The Reasonable Accommodation Policy of the University.

4. FACULTY EVALUATION COMMITTEE
In order to meet the equity goals stated in the Faculty of Education Equity Plan, the Faculty Evaluation Committee should ensure that:

Retention and Advancement
4.1 Salary, promotion, study leave, and tenure decisions do not discriminate between members of designated and non designated groups.

4.2 Decisions concerning leave provisions and career implications for child/spousal/eldercare, illness and parental leave are made within the spirit of The Reasonable Accommodation Policy of the University. (Appendix "E")
4.3 A review of evaluation procedures be undertaken to ensure there is no adverse discrimination against academic staff as a result of reassignment of duties.

5. THE FACULTY OF EDUCATION EXECUTIVE COUNCIL
In order to meet the equity goals stated in the Faculty of Education Equity Plan, the Faculty of Education Executive Council should ensure that:
- The action agreed upon by the Faculty of Education Executive Council concerning the implementation of the Faculty's Equity Plan is acted upon.

Decision Making
- Procedures sensitive to the need for appropriate representation, are developed for selection of members who sit on faculty and department committees.

6. FACULTY EQUALITY AND RESPECT COMMITTEE
In order to meet the equity goals stated in the Faculty of Education Equity Plan, the Faculty Equality and Respect Committee should ensure that:

Hiring
- Appropriate comparison populations are obtained for designated groups and forwarded to the Dean.

Climate and Education
- Faculty and department equity practices and procedures be reviewed on a regular basis to ensure consistency with current University policy and other legal requirements.

- To collaborate with Faculty stakeholder groups in the area of equality and respect.

- Principles of equality and respect, inclusiveness, diversity and equitable treatment are encouraged and practiced in the faculty.

7. EDUCATION STUDENTS ASSOCIATION
- Education Week activities include at least one session on equity and respect issues where possible.