EMPLOYMENT EQUITY

1. The Parties endorse the principle of equity in employment. Employment Equity involves hiring the most suitably qualified candidate for any open position while ensuring that the hiring process and the qualifications required for each position are fair and equitable for all persons. The Parties agree to cooperate in the identification and removal of all barriers to the recruitment, selection, hiring, retention, and promotion of the following groups: women, aboriginal peoples, persons with disabilities and visible minorities. Other groups as may be designated as under-represented in federal and provincial human rights legislation or agreed to by the Parties may be included in this list.

2. The Parties agree to work towards increasing the proportion within the Bargaining Unit of members of these groups, to improve their employment status and to ensure their full participation in the University community.

3. Based on a process of voluntary self-identification, the Employer shall maintain an ongoing employee database to identify membership in the designated groups.

4. The Employer agrees to use search procedures to find qualified members of under-represented groups. These procedures shall include:

   a) advertisements placed in electronic versions of University Affairs (UA) and the Canadian Association of University Teachers (CAUT) Bulletin and in other relevant professional journals, newspapers, listservs and websites;

   b) in consultation with the Appointments Committee, the Employer, through Equity & Human Rights Services, shall also develop and maintain a list of relevant contact associations representing designated groups to which copies of the advertisement shall be sent;

   c) advertisements shall state that the University is committed to employment equity and welcomes applications from all qualified women and men, including visible minorities, aboriginal people and persons with disabilities;

   d) letters from the University Librarian or Dean, as applicable, to their equivalents in other Canadian universities inviting qualified women, visible minorities, aboriginal people and persons with disabilities to apply for advertised positions; and

   e) other measures as authorized by the University Librarian or Dean, in consultation with the Library Director or Department Head searching for candidates.
5. When making a recommendation for any full-time appointment to the University Librarian or Dean, the Appointments Committee shall make a report on the search process that shall include:

a) the total number of applicants and the number with appropriate professional qualifications, the numbers of male and female applicants and, where known, the same information for applicants from the other designated groups;

b) a ranked short-list which formally presents the qualifications of each candidate and the reasons for the ranking. The Committee shall review this report before recommending any formal offer of Appointment; and

c) where the information required in Clauses 5 a) and 5 b) of this Article is incomplete or otherwise problematic, the available information shall nevertheless be reported as fully as possible, with explanation.

6. The criteria used to evaluate candidates for Appointment and Promotion and Continuing Appointment shall not allow for systemic discrimination against members of designated groups.

7. The Employer shall fill and maintain the full-time position of Director of Equity & Human Rights Services and provide support for that position.

8. The Employer shall supply all Members chosen to serve on the Appointments Committee or on the Committee for Promotion and Continuing Appointment with a copy of the current Employment Equity Guide (for Committees established under the Faculty and Librarians and Archivists Collective Agreements) and any other written information about the equity context and application of relevant federal and provincial legislation, including immigration statutes, and of University policies. The Employment Equity Guide shall also be made available, in electronic form, on both the University and UWOFA websites. Members shall familiarize themselves with such information as a condition of serving on such committees. Furthermore, the University Librarian or Dean or designate shall ensure that committees are aware of the relevant legislation and University policies, and the University Librarian or Dean or designate and the Members participating in the work of the committees shall share responsibility for ensuring that the relevant legislation and University policies are followed throughout the deliberation of the committees. The committees may call upon Equity & Human Rights Services for assistance.

9. The Parties agree to maintain the presently established Employment Equity Committee. This Committee shall consist of: two representatives appointed by the
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Association, at least one of whom shall be a member of one of the designated groups; and two representatives appointed by the Employer, at least one of whom shall be a member of one of the designated groups; the Director of Equity & Human Rights Services who shall be a non-voting member. A representative of the Association and a representative of the Employer shall serve as co-chairs of the Committee.

10. The Employment Equity Committee shall be advisory to the President's Standing Committee on Employment Equity and shall:

a) serve as a vehicle for discussions between the Parties concerning the development, implementation and monitoring of such equity programs as are or may be required by law, or by University policy and this Collective Agreement;

b) periodically review the criteria for the evaluation of candidates for Appointment, Promotion and Continuing Appointment, and the implementation of these criteria, to determine whether either the criteria or practices systemically discriminate against members of designated groups;

c) consider, after completion of an annual statistical survey and analysis by the Office of Equity & Human Rights Services and the Committee, whether or not, and to what extent, there are inequities in the representation of designated groups within the Membership of the Bargaining Unit;

d) consider whether or not there are other groups of persons who have a reasonable, just and demonstrable claim for consideration, in addition to the individual protections provided to them pursuant to the Article Discrimination and Harassment. If the Employment Equity Committee identifies such situations, it may bring forward recommendations to the Association and the Employer for consideration; and

e) review the annual workforce analysis report of Equity and Human Rights Services, and provide comment[s] to the Employer and Association. Equity and Human Rights Services shall release the report to the University community and to the President's Standing Committee on Employment Equity.