

Employment Equity Committee Terms of Reference

1. Employment Equity Committee

The Employment Equity Committee will provide leadership, guidance and advice on the effective implementation and maintenance of the strategic goals and priorities outlined in the Employment Equity Framework, which is a component of the broader University Equity, Diversity and Inclusion (EDI) Strategy.

The mandate and responsibilities, membership and operation, and accountabilities and governance structure are described below.

2. Mandate and Responsibilities

The purpose of the Employment Equity Committee is to advise on appropriate employment equity strategies through research, exploration of best practices, collaboration and partnerships (both internal and external).

The core responsibilities of the Employment Equity Committee are:

1. Promote the Employment Equity Diversity Counts Census
2. Provide input into the development of the biennial Employment Equity Report
3. Facilitate pan-university communication and coordination to help achieve the Employment Equity Goals outlined in the Equity, Diversity and Inclusion Action Plan
4. Engage employees, provide updates on the progress of the work and solicit feedback
5. Recommend and review guidelines, processes, tools and resources to ensure equitable hiring practices and outcomes
6. Identify specific barriers or opportunities to advancing employment equity
7. Communicate Employment Equity strategies and progress
8. Develop a monitoring and evaluation strategy and tool to measure progress of employment equity goals and ensure accountability
9. Bring forward recommendations to the EDI Strategy Steering Committee and PVP for approval

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3. Membership and Operation

The Employment Equity Committee will include diverse pan-institutional representation, including senior leaders and identified University representatives. The Committee will meet four times a year or at the call of the Chair.

Implementation Teams may be established depending on identified strategic priorities on an annual basis. The Leads assigned to each Implementation Team will manage responsibilities for convening the Teams, setting agendas, facilitating productive meetings, and providing periodic reports on progress to the Chair of the Employment Equity Committee.

The membership of the Employment Equity Committee is listed below:

Chair

The Assistant Vice-President, Chief Human Resources Officer (Wanda McKenna)

Members

- Equity and Inclusion Office - AVP Equity and Inclusion (Arig al Shaibah) or designate
- Vice Provost and/or Deans' Representative - Acting Vice Provost, Faculty (Kim Dej) or designate
- Manager, Faculty Relations (Barb Eftekhari) or designate
- Faculty of Health Sciences - Vice Dean, Faculty Affairs (Mark Walton) or designate
- University Technology Services - AVP and CTO (Gayleen Gray) or designate (Senior IT Manager, Enterprise Networks, Paula Brown-Hackett)
- Institutional Research Analysis - Director (Joanne Gittens) or designate
- Office of Public Relations - AVP, Communication and Public Relations (Andrea Farquhar) or designate
- Employee and Labour Relations (ELR) - Executive Director (Maggie Pooran) or designate
- Vice Provost & Dean of Graduate Studies (Doug Welch) or designate
- Employment Equity Facilitator - Faculty Representative (Allison Sills)
- Employment Equity Facilitator - Staff Representative (Amber Bukata)
- Indigenous Education Council - Chair (Randy Jackson) or designate
- President's Advisory for Building an Inclusive Community (PACBIC) - Vice-Chair, Staff (Faith Ogunkoya) or designate
- Associate Director, Talent, Equity and Development (Human Resources) - Melanie Garaffa
- Employment Equity Specialist (Human Resources) - May-Marie Duwai-Sowa

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Additionally, the Employment Equity Committee will consult with campus partners who support hiring and employment services across the institution and key stakeholders and members of equity-seeking groups, to provide additional expertise and resources required to support its work.

4. Governance and Accountability

The Assistant Vice-President, and Chief Human Resources Officer and Chair of the Employment Equity Committee is responsible for providing leadership and working in close collaboration with the members of the Employment Equity Committee on the development, implementation and evaluation of strategic employment equity priorities and activities. Implementation strategies and recommendations will be developed in consideration of existing Human Resources policies, guidelines and programming. Recommendations will be brought forward to the appropriate governing structure for approval.

Human Resources Services, in consultation with the Employment Equity Committee, will be responsible for regularly reporting on the status of Employment Equity strategic priorities and activities to the EDI Strategy Steering Committee. Additionally, HRS is responsible for drafting and presenting a biennial Employment Equity Report to the PVP group for approval and subsequently disseminating to the broader community.

November 23, 2020