

## POLICY

Human Resources: **Employment Equity, Faculty**  
Approved by: Board of Governors' Executive Committee  
Lakehead University Faculty Association  
Approved on: 11 October 1988, Guidelines and Procedures  
revised: April 1991

In demonstrating a commitment to achieving employment equity, Lakehead University undertakes to initiate and maintain an employment equity program for female faculty. Specifically, Lakehead University believes that female academics have a right to equal opportunity in employment and remuneration. The University is committed to providing an environment within which employment equity operates. Through study, analysis and action, the University shall eliminate, where present, salary differentials based on gender bias. Further, the University shall eliminate systemic barriers that may prevent women from maximizing their potential. The University shall ensure equal opportunity for preparation and advancement to positions of responsibility and shall actively help women increase their participation in areas of work and study where they are under-represented.

The Joint Committee on Faculty Employment Equity shall report annually to the President on the progress being made towards the achievement of the goals of this policy. The Policy will be reviewed every two years.

## DEFINITIONS

**SYSTEMIC BARRIER:** an employment policy, practice, procedure or system that excludes or discriminates against women or other target groups, whether or not that discrimination was intended, and that cannot be justified by job requirements.

**EMPLOYMENT EQUITY:** a set of action strategies designed to identify and eliminate systemic barriers in an organization's policies and procedures; to create practices and procedures which do not discriminate; and, to facilitate the appropriate representation of women throughout the organization.

**JOINT COMMITTEE ON FACULTY EMPLOYMENT EQUITY:** comprised of three representatives of the Lakehead University Faculty Association and three representatives of the Lakehead University Board of Governors.

## GUIDELINES

### 1. GOAL SETTING, FACULTY RECRUITMENT AND RETENTION

#### Goal Setting

Lakehead University Employment Equity Committee shall set reasonable goals for the achievement of an equitable ratio of female and male faculty members holding continuing appointments during the period commencing July 1, 2000 and ending July 1, 2003. The goals will be evaluated on a yearly basis. The goals are to be determined using the following factors, but not limited to:

- (a) the current female/male ratio
- (b) the female/male ratio among the available and soon to be available pool of candidates
- (c) the female/male ratio of qualified graduates
- (d) the number of retirements in the ten year period
- (e) geographic location and labour market conditions

## Faculty Recruitment

Qualified females in areas where women are under-represented shall be actively recruited. "Under-representation" shall be deemed to exist when:

Faculty members of one gender constitute a smaller portion of the membership of an academic unit or sub-unit than exists in the pool of qualified graduates from academic programs in Canada in the relevant disciplines.

Where women are under-represented among members in an academic unit, and where candidates are substantially equally qualified for a position, including any female candidates, the most qualified female candidate shall be recommended for appointment.

## Retention of Female Faculty

Lakehead University shall ensure that departmental or school practices do not discriminate individually or systemically against female faculty. These practices include but are not limited to:

- (a) renewal
- (b) tenure
- (c) promotion criteria and procedures
- (d) awarding of merit increments and salary anomaly adjustments, and
- (e) appointments to administrative positions

## PROCEDURES

### Appointment

- 1.1. The Collective agreement between the Board of Governors and the Faculty Association, article 17 shall apply in all recruitment.
- 1.2. The Chair/Director shall ensure at the commencement of the appointment process that all faculty in the department are knowledgeable of the Employment Equity Policy.
- 1.3. Where women faculty are available they shall be encouraged to participate on Appointment Committees. When there is no female member in an Academic unit, the Dean may select a female member from available female faculty.
- 1.4. Human Resources shall prepare the advertisement and specifically define the requirements for each position. The advertisement may contain but not be limited to the following:
  - (a) that the university is an equal opportunity employer
  - (b) that either women or men are encouraged to apply
  - (c) specializations will be expressed as teaching and/or research areas and applicants will be invited to indicate additional teaching and interest areas.
  - (d) university facilities/opportunities available e.g., housing assistance, day care, leisure activities
- 1.5. The Dean shall circulate the advertised terms of reference for the position as described in 1.4 to other Canadian Universities.

- 1.6. Organizations within the profession or discipline that specifically represent the interests of women will either be asked to provide names of qualified women who could be invited to apply for the position or have the advertisement sent to them for circulation.
- 1.7. In exceptional cases, where there is difficulty in finding candidates, recruitment consultants may be engaged upon approval of the Vice-President (Academic).
- 1.8. Candidates shall be evaluated with due recognition given to legitimate differences between the careers of men and women. These differences include but are not limited to the effects of primary responsibilities for family care and related career interruptions, part-time education and work history.
- 1.9. The Faculty Recruitment Summary Form shall be completed in all academic competitions.
- 1.10. Permission to interview shall be granted to the Search Committee Chair by the Dean once he/she has reviewed the short list (candidates for interview) and is satisfied that it does not exclude suitably qualified female applicants.
- 1.1.11. The Employment Equity Committee, working with University Administration, shall endeavour to develop strategies for funding and filling positions for female faculty, i.e., Chairs, NSERC female faculty awards.
- 1.12. Records shall be kept of all proceedings of Appointment Committees and relevant statistical portions of the Faculty Recruitment Summary Form will be made available for the Annual Report of the Employment Equity Committee.

#### Retention of Female Faculty

- 2.1. The Vice-President (Academic) shall ensure that differences between the careers of men and women are taken into consideration in:
  - (a) departmental/school policies and practices
  - (b) evaluation of candidates in peer review processes
  - (c) awarding of research grants
  - (d) merit awards
  - (e) salary anomaly adjustments, and
  - (f) administrative appointment procedures

These differences include but are not limited to effects of primary responsibility for family care and related career interruptions, part-time education, and work history.
- 2.2. The Chairs of the Promotion, Tenure and Renewal Committee shall ensure at the commencement of the promotion, tenure and renewal process that all members of the Committee are knowledgeable of the Employment Equity Policy.
- 2.3. An Employment Equity representative selected from a list provided by the President and Faculty Association will sit as a non-voting member at all Promotion and Tenure Committee meetings. This person will have the responsibility to review all procedures used and to ensure that standards for promotion and tenure are applied equally to female and male candidates.
- 2.4. Records will be kept of all proceedings of Promotion and Tenure Committees and relevant portions will be made available for the Annual Report of the Employment Equity Committee as follows:
  - (a) number of female/male applicants for renewal

- (b) number of female/male applicants for tenure
- (c) number of female/male applicants for promotion
- (d) ratio of successful female/male applicants for each category

Annual Report

- 3.0. A report will be submitted by the Faculty Employment Equity Committee to the President on a yearly basis. The report shall include, but not be limited to:
- i) Statistical information on recruitment, tenure, renewal and promotion.
  - ii) Statistical information on administrative appointments.
  - iii) Statistical information on merit.
  - iv) The administration and effectiveness of the Policy, including any recommendations for Policy changes.
  - iv) Any other information the Committee deems appropriate.