

Employment Equity Council (EEC)

Terms of Reference

1. Purpose

The Employment Equity Council shall work through, and with, Human Resources and in collaboration with the Office of Equity and Inclusion to effectively implement, monitor and evaluate, through the use of measurable indicators of success, Dalhousie's Employment Equity Policy and Plan.

2. Responsibilities

The Council shall:

- i. Receive and evaluate the inventories of designated and Equity-Deserving Group* members employed at Dalhousie and the external workforce data compiled, collected and analyzed by the Senior Advisor and Manager Equity & Inclusion Data in the Office of Equity & Inclusion.
- ii. Provide consultation to the Vice-President People & Culture (or designate) who will work in consultation with the Vice-Provost Equity & Inclusion to determine and propose to the President and Provost measurable indicators of employment equity success (e.g., goals and timelines).
- iii. Receive periodic updates on progress regarding the implementation of its goals and timelines from the Vice-President People & Culture (or designate) and the Vice-Provost Equity & Inclusion.
- iv. Provide consultation to the Vice-President People & Culture (or designate), who will devise and recommend outreach, recruitment, hiring, training and development, career progression, promotion and tenure, and retention strategies for members of Equity-Deserving Groups, in consultation with the Vice-Provost Equity & Inclusion.
- v. Receive, from the Vice-President People & Culture (or designate) working in collaboration with the Vice-Provost Equity & Inclusion, regular reports on any information relevant to employment equity at Dalhousie, for discussion.
- vi. Provide consultation to the Vice-President People & Culture (or designate) and the Vice-Provost Equity and Inclusion, who will recommend to the President and Provost, and other levels of administration, strategies for improving Dalhousie's performance in achieving employment equity goals.
- vii. Support the Vice-President People & Culture (or designate who will work

in consultation with the Vice-Provost Equity & Inclusion to develop annual progress reports on employment equity priorities and actions to be submitted to the Provost and Vice President, Academic and made available to the President, Board of Governors, Senate and the Dalhousie community, including Equity Deserving Groups.

3. Operation

The Council shall normally meet four times per year, typically twice in the fall and twice in the winter academic terms, or more frequently at the request of the Co-Chairs. Notice of meeting and the meeting agenda will be circulated electronically in advance of the meeting. The material will be provided in an alternate format upon request.

The business of the Council will be conducted only when a quorum of 50% of Council members are present.

A majority vote of Council members who are present and voting will be required to carry any motion of Council. The Co-Chairs will only vote in instances where it is necessary to break a tie.

At any regular meeting the Council may establish a committee, standing or ad hoc, as needed to accomplish its mandate. The Council may invite resource people to join its deliberations, including a representative from the Nova Scotia Human Rights Commission, as needed.

4. Membership

The Council shall include the following voting members:

- a) Employee group representatives (6), nominated through relevant employee group/union:
 - i. Dalhousie Faculty Association (DFA) (3 year term)
 - ii. Dalhousie Professional Management Group (DPMG) (2 year term)
 - iii. Canadian Union of Public Employees (CUPE), Local 3912 (Term TBC)
 - iv. Nova Scotia Government Employees Union (NSGEU), Local 77 (3-year term)
 - v. Nova Scotia Government Employees Union (NSGEU), Local 99 (3-year term)
 - vi. Public Service Alliance of Canada (PSAC), Local 86001 (Term TBC)
- b) Equity- Deserving Group representatives (5), nominated through relevant caucus/council:

- i. Indigenous Mi'kmaq employee representative (1)
- ii. Dalhousie Black Faculty and Staff Caucus representative (1)
- iii. African Nova Scotian employee representative (1)
- iv. 2SLGBTQIA+ employee representative (1)
- v. Dis/Abilities employee representative (1)
- vi. Employee representative from any other Equity-Deserving Group and/or Caucus approved by the Employment Equity Council

The Council shall include the following non-voting members:

- a) The Vice-President People & Culture (or designate) and Vice-Provost Equity & Inclusion (or designate) shall serve as Co-Chairs of the Council
- b) Ex-officio representatives (3):
 - i. Provost & Vice-President Academic (or designate),
 - ii. Vice-Provost, Student Affairs (or designate)
 - iii. President of the Dalhousie Student Union (or designate)
- c) Council Secretary
- d) Director, Employment Equity
- e) Manager, Employment Equity
- f) Manager, Recruitment and Retention (Staff Recruitment) (or designate)
- g) Manager, Academic Staff Relations (Faculty Recruitment) (or designate)
- h) Senior Advisor and Manager Equity & Inclusion Data
- i) Other relevant campus advisors, scholars and/or experts as determined by the Council

The Council shall represent the Dalhousie community and strive to ensure its membership includes representation from each of the Equity-Deserving Groups, as defined in the Employment Equity Policy.

The Council shall ensure its membership includes representation from the Agricultural Campus.

The Vice-President People & Culture (or designate) and Vice-Provost Equity & Inclusion (or designate) shall serve as Co-Chairs of the Council.

5. Call for Nominations/Applications for Membership Process

Members of the Council will be chosen by, and serve at the pleasure of, the constituency they represent. Their term on Council is determined by the constituency that they represent.

When the need arises for new membership, the following processes shall apply.

Employee Group Representatives

The Employment Equity Manager will notify employee groups three months prior to the end of their scheduled term. The Manager will coordinate with them to ensure renewal for another term or nomination of a new representative approved by their respective employee group through the established processes of the group.

Equity-Deserving Group Representatives

The Employment Equity Manager will notify relevant caucuses three months prior to the end of their scheduled term. The Manager will coordinate with them to ensure renewal for another term or nomination of a new representative approved by their respective caucus through the established processes of the caucus.

New or renewed members will be officially introduced and welcomed to the Council by the co-chairs through an email message that also serves to notify all Council members.

6. Review

The Council Terms of Reference will be reviewed every 5 years or earlier or as required. Last Updated: April 2023

**Note regarding use of language and terms in this document: Language, particularly as it relates to identity and human rights, involves social constructs which evolve over time. It is expected that the terms used throughout this TOR will evolve and change over time and be updated accordingly through the proper channels.*