Federal Contractors Program Status Update

On November 16th, 2015, Dalhousie University launched a Census campaign for all faculty, staff and students to encourage self-identification. The data collected during this initiative will form the basis of an analysis of Dalhousie’s workforce, equity planning with faculties and administrative units, and establishing short and long term hiring and promotion goals.

The following provides an update on the status of Dalhousie’s FCP compliance since the last compliance report in 2011.

FCP Compliance Assessment Factors
(See Federal Contractors Program – Compliance Assessment – OPD 700-14)

1. Collection of Workforce Information

1.1. Questionnaire definitions – Since becoming a member of the Federal Contractors Program in 1987, Dalhousie University has used definitions for aboriginal persons, racially visible persons and persons with a disability that are consistent with the definitions as outlined in the FCP requirements.

1.2. Self-identification questionnaire – Dalhousie University has consistently used a self-identification questionnaire that meets the following FCP requirements.
   - Clear indication that employees may self-identify as being a member of more than one designated group
   - Contains an employee identifier
   - Includes a question on gender (if this information cannot be obtained from payroll/personnel records)
   - Is available in alternative formats on request
   - Indicates that answering the self-identification questionnaire is voluntary
   - Indicates that information submitted can be changed at any time
   - Indicates that information gathered is confidential and is only shared with employees responsible for employment equity

The following information has been available to employees either through the self-identification paper questionnaire or on the website of the Office of Human Rights, Equity, and Harassment Prevention. The 2015 census is the first time employees are able to complete the questionnaire on-line.

1.3. Return and response rates of 80% - Dalhousie’s current return rate as of December 2014 is 67% and the response rate is 65%. Return rates were 77% and 76% respectively in 2011 and 2010, and consistently above 80% prior to 2010.

1.4. Keeping up-to-date workforce data – The self-identification questionnaire is always available to employees at Dalhousie who request it and/or who wish to change previously submitted information.
Procedures were in place to provide a questionnaire to some new employees, but not all. New staff members were provided a questionnaire as part of new employee orientation; however, these same procedures have not been in place for new faculty, senior administrative positions, or new temporary employees. As part of the 2015 census, all employees are now able to complete a self-identification questionnaire through DalOnline.

All self-identification forms received by Human Rights, Equity, and Harassment Prevention staff are immediately entered into Banner ensuring Dalhousie’s workforce data is up-to-date.

1.5. **Coding of positions** – All positions are coded by Human Resource staff using the most recent National Occupational Classification codes and Employment Equity Occupational Groups. A new version of the National Occupational Classification codes (2011 version) was released in the fall of 2014. The changes in coding that resulted from this release have been implemented in Banner.

1.6. **Calculating representation** – Only employees who have agreed to self-identify, by responding to the self-identification questionnaire for employees, as aboriginal peoples, persons with a disability and racially visible persons are counted towards determining Dalhousie’s internal representation.

In the past, HRSDC agreed that the FCP population at Dalhousie would only include employees who work 30% FTE or greater.

A Census of Dalhousie employees was conducted in 2011. This was the first time all employees who work 12 weeks or more were asked to complete a self-identification questionnaire. Response rates to this Census were low. As a result, insufficient self-id data was collected on the under 30% FTE group to conduct a meaningful analysis of the diversity of these employees.

The current Be Counted Census campaign asks all employees, regardless of FTE, to complete a self-identification questionnaire.

2. **Workforce analysis**

2.1. **Calculating availability estimates** – Dalhousie completes a workforce analysis on an annual basis, consistently using labour market availability estimates as provided through the Employment Equity Data Report published by the Labour Program. The workforce analysis is up-to-date to 2014.

2.2. **Occupation and geographic levels of comparisons** – Dalhousie University selects occupation and geographic levels of comparison that are reflective of our recruitment practices for establishing external availability estimates.
2.3. **Identifying under-representation** – Every December, a workforce analysis is conducted that determines the degree of under-representation for each designated group in each occupational group through comparisons of Dalhousie’ internal representation data to appropriate labour market estimates. This workforce analysis is up-to-date as of 2014.

3. **Short and Long Term Numerical Goals**

3.1. **Short Terms Goals** – Staff in the Human Rights and Equity Office meet with Deans and Human Resources staff responsible for recruitment to set hiring goals for designated group members. The last goal setting meetings occurred in 2010/11.

3.2. **Long-term goals** – Based on gaps identified in the annual workforce analysis, the institution identified that relatively little progress had been made in fully representing the diversity of university faculty found in the labour market. In 2009, it was identified that special steps would need to be taken in order to reduce the significant under-representation of designated group faculty, particularly among racially visible faculty, aboriginal faculty, and faculty who have a disability. As a result, the Dalhousie Diversity Faculty Award was introduced in 2011 with the aim of taking a more direct approach to increase the number of faculty members who come from historically under-represented groups. The DDFA has an initial focus on faculty who are of African descent, aboriginal, or persons with a disability.

3.3. **Considerations on which goals must be based** – During the meetings with Deans and HR staff responsible for recruitment described above, goals were established for a 3 year period, based on a review of the current status of designated group representation in the faculty/administrative unit, a discussion of anticipated retirements and departures, faculty and staff turnover, and plans for hiring over the next one to three years.

3.4. **Sufficiency of goals** - During the goal-setting exercise of 2010/11, short-term hiring goals were set in the Employment Equity Occupational Groups with the largest under-representation of designated groups.

4. **Reasonable Progress and Reasonable Efforts**

4.1. **Workforce analysis** – A workforce analysis is conducted on an annual basis; however, the last assessment of goal achievement occurred in 2010/11.

4.2. **Reasonable progress** – Short-term goals were set in 2010/11. Achievement of these goals has not been assessed.

4.3. **Reasonable efforts** – Dalhousie can demonstrate reasonable effort by the following:
   - Senior level support - Diversity and inclusiveness was identified as one of the President’s key emerging priorities in the “100 Days of Listening” report, and emerged in 2014 as Strategic Priority 5.2, “Foster a collegial culture grounded in diversity and inclusiveness”.
• Recruitment guidelines and approval forms with strong equity component for faculty and staff
• Test of substantially better qualified/Principles of Fair Consideration of Hiring of Designated Groups
• Equity component in training to tenure and promotion
• Training for new hiring managers for staff
• Inclusive and Respectful Working and Learning Environment workshops delivered to faculty, staff and students
• Dalhousie Diversity Faculty Award
• A number of workplace policies that support a respectful and inclusive working and learning environment have been in place at the university for many years, including the Employment Equity through Affirmative Action Policy, introduced at Dalhousie in 1989

4.4. Record keeping – Dalhousie University has records relating to our Employment Equity obligations dating back to 1991. The employee records from 1991 to 1999 are in aggregate form only, while both aggregate tables and detailed records on employees containing the following information are available from 2002 to present:
• Designated group membership
• EEOG classification and NOC code
• Salary and Salary increases
• Promotion Dates, where applicable
• Employment Status
• Located of work
• Hiring date
• Termination date, where applicable
• The self-identification questionnaire and related information used for the collection of workforce information