

Objective 4: Enhance existing data collection tools and reporting mechanisms to ensure robust availability of data.

Systemic barriers - Please provide a high-level description of the systemic barriers (e.g. summarize what the barriers are and how they were identified):

As a result of the Employment Systems Review and subsequent interviews with faculty and staff, it was determined that although SMU had a good response rate to the internal self-identification survey, the data was limited to the four designated groups as defined in the Employment Equity Legislation. The lack of detailed, disaggregated data does not allow for the identification of barriers through an intersectional lens.

It was also revealed that there is no consistency in the use of self-identification as part of the recruitment process. Therefore, there has been no analysis of the recruitment cycle from the make-up of the applicant pools to appointments and no review for barriers.

Corresponding actions undertaken to address the barriers and

Data gathered and Indicator(s) - can be both qualitative and quantitative:

Actions	Indicators and Metrics	Responsibility	Timeframe
4.1 Update the SMU internal self-identification questionnaire, and the CRC and faculty recruitment self-identification forms, to include a broader set of characteristics to allow for intersectional, disaggregated analysis.	New forms are utilized Response rate # of self-identifications	HR-EDI Advisor	2019
4.2 Perform analysis of drop-off rates for members of designated groups in CRC and general faculty recruitment processes.	Rate at which designated group members drop off compared to non-designated group members	HR- EDI Advisor	2022
4.3 Perform annual workforce analysis exercise to determine EE gaps.	Areas of under-representation/gaps identified	HR- EDI Advisor	2021
4.4 Analyze results of exit interviews and share findings with appropriate office.	Issues/concerns identified	HR	2020

NOTES:

There has been an increase in the use of the self-identification form as a part of the faculty recruitment process.

There has also been an increase in the self-identification response rate from 80% in 2020 to 83% in 2021.

Progress and/or Outcomes and Impacts made during the reporting period:

4.1 Improvements have been made to the internal self-identification questionnaire, as well to the self-identification questionnaires used for faculty and CRC recruitment. Improvements included the inclusion of more options under the gender question to allow for gender identity and gender expression. There is also the option to identify a racialized group within the larger/broader visible minority category. The revised form is currently being used, but will not officially be launched until the fall of 2021.

4.2 The Diversity and Inclusion Advisor has continued to work with faculty and promote the use of the self identification questionnaire as part of the faculty recruitment process. The Diversity and Inclusion Advisor has started some preliminary analysis of applicant pool composition for departments that have utilized the form. Sessions have also been provided for two Department secretaries who currently have the responsibility of sending the self ID forms to applicants.

4.3 During 2020, a review was conducted on the National Occupational Classification (NOC) codes for each job at the University to ensure accuracy. HR is currently working with the university Institutional Analysis unit to put in place a process to conduct a workforce analysis exercise on a yearly basis. A preliminary review of the data at the end of the 2021 fiscal year indicated a response rate of 83% for full-time faculty.

4.4 Exit surveys continue to be made available to departing faculty and staff and issues/findings are shared with the appropriate office.

Challenges encountered during the reporting period:

Some of the challenges encountered included the facts that: (1) the self-identification exercise used for faculty recruitment is still a paper driven exercise; and, (2) the information is manually updated into a spreadsheet. This creates tedious and time-consuming tasks to process.

Low turnover of faculty made it challenging to obtain valuable feedback from exit surveys during the reporting period.

Next Steps (indicate specific dates/timelines)

Discussions are currently underway between the Human Resources and the Enterprise Information Technology (EIT) Departments to improve the efficiency of the internal self-identification process. The plan is to create an electronic form which, upon submission, would have the supplied information automatically populate the employee profile in our central information system (Banner).

Normally the University-wide self identification campaign is held every three years. However, given the planned improvements with the form and efficiency, the form will roll out in the fall of 2021, instead of waiting until “normal timing” of spring 2022.

Once the data from the enhanced form is available, a more comprehensive workforce analysis will be conducted, and disaggregated data will be made available to the Executive Management Team, and the Employment Equity and Diversity Committee, for more informed decision making.

Discussions are underway between Human Resources and the Software and Application Support Centre to improve the self-identification process for recruitment and make the process more efficient. The goal is to have an electronic form made available and once the applicants submit their information, it would automatically populate a database that could easily be manipulated, allowing for more efficient and effective analysis.