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Submit and Exit Survey

Important Note

(Once you have read the statement below, click the radio button beside it.)

Please note that the information you enter in your report is only saved when clicking on the “Save and Next” button at the bottom of the page. Using the browser navigation buttons or the “Continue Later” button at the bottom of the page will not save the information entered on the page. If after clicking "Save and Next" you see a "Page has errors" message in red, near the top of the page, it means that at least one field is missing information. In such an instance, the empty field will have the words "Answer is incomplete" underneath it, in red.

This report includes mandatory reporting on 1) the CRCP institutional equity, diversity and inclusion action plan (IEDIAP) and 2) the \$50,000 EDI Stipend.

Your institution must submit the report by the deadline date indicated by the program, and must cover the reporting period identified by the program.

Institutions are required to post the most up to date version of their EDI action plan on their [public accountability web pages](#).

Each year, institutions must publicly post a copy of this report to their [public accountability web pages](#) within 7 working days after the deadline for submitting the report to TIPS. TIPS will review the report each year; in addition, the annual report(s) will be provided to the external EDI Review Committee, when it is convened every few years, to evaluate the progress made in bolstering EDI at the respective institution and to provide context for future iterations of the EDI action plan. Ensure that you remove all numbers less than 5 from both the plan and the report prior to posting on your website in cases where your report includes the representation of individuals from underrepresented groups among your chairholders, as well as any other identifying information. This is a requirement of the Privacy Act.

All sections of the form are mandatory (unless otherwise noted).

Contact information

Please complete the fields below.

Name of Institution:

University of Northern British Columbia

Contact Name:

Mark Barnes

Position Title:

Director, Research and Innovation

Institutional Email:

mark.barnes@unbc.ca

Institutional Telephone Number:

250-960-5184

Does your institution have an EDI Action Plan for the CRCP?

Yes

PART A: EDI Action Plan - Reporting on Key Objectives Analyses, Systemic Barriers, Objectives and Indicators

Date of most recent plan (e.g. latest revision of the public plan):

08/31/2023

Rating given to the action plan in most recent review process:

Satisfies

Name of vice-president level representative responsible for ensuring the implementation of the plan:

Paula Wood-Adams

In developing their action plans, institutions were required to conduct: 1) an employment systems review; 2) a comparative review; and 3) an environmental scan (see program requirements [here](#)). These assessments were required in order to identify the specific systemic barriers and/or challenges that are faced by individuals from underrepresented groups (e.g. women and gender minorities, persons with disabilities, Indigenous Peoples and racialized individuals, 2SLGBTQIA++ individuals) at the respective institution; institutions were then required to develop key S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) objectives and actions to address them.

Indicate what your institution's key EDI objectives are (up to six) as outlined in the most recent version of your action plan, as well as the systemic barriers/challenges identified that these objectives must address. Please note that objectives should be S.M.A.R.T. and include a measurement strategy. List the corresponding actions and indicators (as indicated in your institutional EDI action plan) for each objective, and outline: a) what progress has been made during the reporting period; b) the main actions were undertaken (up to six) and how they have progressed; c) the data gathered; and d) indicators used to assess the outcomes and impacts of the actions. Please note that indicators can be both quantitative and qualitative and should be specific. Outline next steps and use the contextual information box to provide any additional information (e.g., course correction, obstacles, lessons learned, etc.) for each objective. If your institution has not yet prepared or received a formal evaluation of its CRCP EDI action plan (institutions having fewer than five Chairs) then section A is optional.

Key Objective 1

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 1:

Priority A: Building and communicating a culture of Equity, Diversity, and Inclusion

Systemic barriers -

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

Lack of expertise on campus to advance goals. Lack of capacity to advance goals.

Corresponding actions undertaken/to be undertaken to address the barriers:

If you have no action to report, please type 'N/A' in the answer field.		Progress to date
Corresponding action 1	Author a presidential EDI statement to be posted on the EDI landing page.	Completed
Corresponding action 2	Share revised Action Plan with key governance groups, e.g., CRC Advisory Committee, Dean's Council.	Completed
Corresponding action 3	Create a readily accessible web source on accommodations for employees	Completed
Corresponding action 4	Ensure that CRC postings contain (a) info regarding accommodation policies (b) link to web resources – pending (c) statement that accommodation request will not impact application/ is confidential (d) contact for requests	Completed
Corresponding action 5	Highlight UNBC's endorsement of the Universities Canada Inclusive Excellence Principles through posting on the EDI landing page	Completed
Corresponding action 6	Offer expert-led workshops on equity, diversity and inclusive hiring and retention practices to help establish a baseline level of training.	Completed

Data gathered and Indicator(s) - can be both qualitative and quantitative:
Statement posted on UNBC website; Feedback on previous versions received and incorporated; participant numbers who attended workshops;

Outcomes and Impacts made during the reporting period:
The culture of EDI is shifting in a positive direction at UNBC. Increased awareness and support to advance EDI efforts is happening.

Challenges encountered during the reporting period:
Human Resource capacity.

Next Steps (indicate specific dates/timelines):
We will work with our Office of Equity Affairs to hire a consultant in 2024 to continue to advance EDI efforts.

Was funding from the CRCP EDI stipend used for this key objective?

Yes

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective:

25000

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

Office of Equity Affairs staff time

EDI Stipend Impact Rating

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this key objective:

Extensive impact (the EDI Stipend had an extensive impact on achieving progress)

Indicate in the table below any leveraged cash or in-kind contributions provided by the institution

Leveraged cash or in-kind contributions from your institution (if applicable):

Amount \$ Source / Type (cash or in-kind)

1 100000 cash

Do you have other key objectives to add?

Yes

Key Objective 2

Brief description of S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) Key Objective 2:

Priority B. Building EDI into our processes, policies, and training

Systemic barriers -

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

Staffing capacity. Technology shortfalls.

Corresponding actions undertaken/to be undertaken to address the barriers:

	If you have no action to report, please type 'N/A' in the answer field.	Progress to date
Corresponding action 1	Complete a thorough workforce survey and analysis, including a self-ID campaign.	In progress
Corresponding action 2	Revise self-ID questions to acknowledge intersectionality; more fulsome and inclusive definitions of the FDGs.	Completed
Corresponding action 3	Develop a freestanding self- ID process separate from questions of criminal record and immigration status and available at any stage of employment (not just upon recruitment)	Completed
Corresponding action 4	Conduct a confidential equity salary study of the current CRCs, using institutional data to examine salary at appointment, salary in relation to years at rank, start-up funds, market differentials, research allowances, and teaching loads.	Completed
Corresponding action 5	Establish standing Research Chairs Advisory Committee comprising Research Chairs and representation from all employment groups.	Completed
Corresponding action 6		Not yet started

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

Terms of Reference developed. Membership constituted. Workforce survey completed Self-ID Campaign launched university-wide. Form revised for use in self-ID campaign and ongoing hires including CRC's.

Outcomes and Impacts made during the reporting period:

Improved processes to address EDI considerations at UNBC.

Challenges encountered during the reporting period:

Capacity challenges.

Next Steps (indicate specific dates/timelines):

Continue to work with UNBC's Office of Equity Affairs to advance this work, which includes hiring a consultant to develop policies and processes for the institution.

Was funding from the CRCP EDI stipend used for this key objective?

Yes

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective:

25000

If an amount was entered in the previous question, indicate specifically what the funds were spent on.

Office of Equity Affairs staff costs

EDI Stipend Impact Rating

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this key objective:

Extensive impact (the EDI Stipend had an extensive impact on achieving progress)

Indicate in the table below any leveraged cash or in-kind contributions provided by the institution

Leveraged cash or in-kind contributions from your institution (if applicable):

	Amount \$	Source / Type (cash or in-kind)
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1	50000	cash
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Key Objective 3

Corresponding actions undertaken/to be undertaken to address the barriers:

	If you have no action to report, please type 'N/A' in the answer field.	Progress to date
Corresponding action 1		Not yet started
Corresponding action 2		Not yet started
Corresponding action 3		Not yet started
Corresponding action 4		Not yet started
Corresponding action 5		Not yet started
Corresponding action 6		Not yet started

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

Key Objective 4

Corresponding actions undertaken/to be undertaken to address the barriers:

Progress to date	
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Corresponding action 1	Not yet started
Corresponding action 2	Not yet started
Corresponding action 3	Not yet started
Corresponding action 4	Not yet started
Corresponding action 5	Not yet started
Corresponding action 6	Not yet started

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

Key Objective 5

Corresponding actions undertaken/to be undertaken to address the barriers:

If you have no action to report, please type 'N/A' in the answer field.	Progress to date
---	------------------

Corresponding action 1	Not yet started
Corresponding action 2	Not yet started
Corresponding action 3	Not yet started
Corresponding action 4	Not yet started
Corresponding action 5	Not yet started
Corresponding action 6	Not yet started

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

Key Objective 6

Corresponding actions undertaken/to be undertaken to address the barriers:

If you have no action to report, please type 'N/A' in the answer field.	Progress to date
---	------------------

Corresponding action 1	Not yet started
------------------------	-----------------

Corresponding action 2	Not yet started
Corresponding action 3	Not yet started
Corresponding action 4	Not yet started
Corresponding action 5	Not yet started
Corresponding action 6	Not yet started

If the answer to the previous question was 'yes', indicate how much of the funding was spent on this key objective and specifically what the funds were spent on.

PART B: Challenges and Opportunities

Challenges

Other than what has been outlined in the section above, outline any challenges regarding the implementation of the EDI action plan. If COVID-19 has had an impact on the implementation of the institution's action plan, please outline how below. How has or will the institution address these challenges? (limit: 5100 characters):

As noted above, capacity challenges continue to be key. UNBC is working to add capacity to enhance the EDI efforts at the institution.

Opportunities

Other than what has been outlined in the section above, outline any opportunities or successes regarding the implementation of the EDI action plan, as well as best practices that have been discovered to date. (limit: 5100 characters):

Working with partner institutions to leverage initiatives across the institutions and share resources related to advancing EDI.

PART C: Reporting on EDI Stipend objectives not accounted for in Part A

Instructions:

- Institutions with EDI Action Plans, use this section to report on EDI Stipend objectives that are not accounted for in Section A.
- Institutions without EDI Action Plans, use this section to report on EDI Stipend objectives.
- If you did not receive an EDI stipend during the reporting year, please leave this section blank.

Objectives associated with your institution's EDI Stipend application

Table C1. Provide information on the objectives associated with your institution's EDI Stipend application, including the funding and timelines, for the reporting period.

EDI Stipend Objective 1

Indicate the S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely) objective(s) towards which this funding has been directed:

- Work with UNBC's new Associate Vice-President of Equity, Diversity and Inclusion to advance EDI at UNBC, specifically goals outlined in UNBC's new EDIAP.
- Create a readily accessible web source on accommodations for employees.
- Create an effective communication plan for EDI quarterly reporting to senior leaders Progress on EDI Action Plan communicated to the CRC Advisory Committee on a biannual basis.
- Facilitate expert-led workshops on equity, diversity and inclusive hiring and retention practices to help establish a baseline level of training.
- Support the Incorporation of EDI language into Strategic Research Plan and invite researchers who work in EDI-related areas to articulate a potential thematic "pillar".
- Coordinate with offices and groups at UNBC to effectively develop and implement EDI initiatives relevant to supporting the CRCP at UNBC, as well as advancing EDI more broadly at the institution.

Indicator(s): Describe indicators, as presented in the EDI Stipend application, and how they are calculated.

Number of web resources created; Number of training opportunities offered; Number of faculty, students and staff who have attended the training; Number of collaborative workshops hosted; Updated Strategic Research Plan with EDI language throughout;

Progress: Describe results observed, including indicator results, outcomes, impacts. Include timelines (start and end dates).

Increased capacity to support EDI; increased EDI resources for the UNBC research community; enhanced EDI reporting abilities to help guide decision making around EDI initiatives; increased EDI training opportunities for faculty, staff and students; increased collaboration to support EDI efforts given a dedicated resource

Outline the total expenditures below:

[Redacted]

Total funds of EDI stipend spent on the objective: 50000

Institutional commitment (if applicable): 100000

Total funds spent:

Table C2. EDI Stipend Impact Rating

Please rate the extent of the impact the EDI Stipend has had on your institution in meeting this objective as identified in your application, for the reporting period:

Extensive impact (the EDI Stipend had an extensive impact on achieving progress)

Provide a high level summary of how the stipend was used:

EDI officer (salary)

Do you have other objectives to add?

No

PART C: Reporting on EDI Stipend objectives not accounted for in Part A

Additional Objectives (if applicable)

Table C1. Provide information on the objectives associated with your institution's EDI Stipend application, including the funding and timelines, for the reporting period.

EDI Stipend Objective 2

EDI Stipend Objective 3

EDI Stipend Objective 4

EDI Stipend Objective 5

EDI Stipend Objective 6

Part D: Engagement with individuals from underrepresented groups

Outline how the institution has engaged with underrepresented groups: e.g., racialized individuals, Indigenous Peoples, persons with disabilities, women, 2SLGBTQIA+ individuals, during the implementation of the action plan (during the reporting period), including how they have been involved in identifying and implementing any course corrections/adjustments, if applicable. For example, how was feedback gathered on whether the measures being implemented are resulting in a more inclusive research environment for chairholders of underrepresented groups? How has intersectionality been considered in developing and implementing the plan (if applicable)? Have new gaps been identified? How will members of underrepresented groups continue to be engaged? (limit: 10 200 characters)

Inspiring Women Among Us (IWAW) is an initiative based out of the University of Northern British Columbia in Prince George. It is an organization that aims to extend community-based discussions and actions with the goal of reducing violence against women and improving gender relations. From November 22-29, 2023, IWAW hosted a series of events and workshops focused on "Turning IDEAS into Action: Partnering for inclusion, diversity, equity, accessibility, and social justice". These were well attended engagements and continued engagement is planned moving forward.

PART E: Efforts to Address Systemic Barriers More Broadly within the Institution

Briefly outline other EDI initiatives underway at the institution (that are broader than those tied to the CRCP) that are expected to address systemic barriers and foster an equitable, diverse and inclusive research environment. For example, are there projects underway that underscore the importance of EDI to research excellence? Is there additional training being offered to the faculty at large? Are there initiatives to improve the campus climate? Please provide hyperlinks where relevant, using the hyperlink boxes provided below (URLs should include https://). Note that collecting this information from institutions is a requirement of the 2019 Addendum to the 2006 Canadian Human Rights Settlement Agreement and provides context for the work the institution is doing in addressing barriers for the CRCP. (limit: 4080 characters)

<https://www2.unbc.ca/equity-diversity-inclusion>

<https://www2.unbc.ca/equity-diversity-inclusion/accessibility>

<https://www2.unbc.ca/equity-diversity-inclusion/resources>

<https://www2.unbc.ca/indigenous-resource-dati/indigenous-initiatives>

<https://www2.unbc.ca/office-research-and-innovation/edi-research>

<https://www2.unbc.ca/events/79281/accessibility-ambassadors-initiative-open-house>

The University of Northern British Columbia is fully committed to ensuring that all who engage with our university experience a welcoming, safe, inclusive campus community. The principles of equity, diversity and inclusion are our top priority, and over the past year have led to the initiation of a number of activities to support our commitment. We recognize that the work of the entire community is required to make positive transformational change and that efforts for change must be ongoing. The Office of Equity Affairs was established in 2022 as a call to action from the UNBC community to support equity, diversity, and inclusion (EDI) efforts at UNBC. UNBC has a number of initiatives underway that are directly addressing efforts to advance EDI broadly within the institution, including UNBC's Accessibility Ambassadors Initiative, resources to support EDI in Research, and supports for individuals looking to engage and consult with Indigenous communities, students and faculty on indigenization, to name a few. Please see links below.

Hyperlink 1:

<https://www2.unbc.ca/equity-diversity-inclusion>

Hyperlink 2:

<https://www2.unbc.ca/equity-diversity-inclusion/accessibility>

Hyperlink 3:

<https://www2.unbc.ca/equity-diversity-inclusion/resources>

Hyperlink 4:

<https://www2.unbc.ca/indigenous-resource-dati/indigenous-initiatives>

Hyperlink 5:

<https://www2.unbc.ca/office-research-and-innovation/edi-research>

Hyperlink 6:

<https://www2.unbc.ca/events/79281/accessibility-ambassadors-initiative-open-house>

Before submitting your report, please ensure that your responses are complete. You will not be able to edit the information after it is submitted.

This information will be sent to the Tri-agency Institutional Programs Secretariat when you click 'Submit'. You will receive a confirmation email with a copy of your completed form in HTML format once it is submitted.

Jointly administered by:

