

Policy

Intentional Diversity Hire Policy

Number: HR 2
Classification: Human Resources
Approving Authority: Board of Governors
Designated Executive Officer: President
Effective Date: March 30, 2023
Supersedes: N/A
Date of Last Review/Revision: March 2023
Mandated Review Date: March 2030

Associated Procedures: [Insert the number and title of the policy's corresponding procedures].

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1.0 BACKGROUND

The University of Northern British Columbia (UNBC) is committed to matters of employment equity in the hiring, promotion and retention of individuals whose identities have been historically underrepresented and underserved. In order to address the historic and contemporary inequity that certain identities face, the University may conduct intentional searches to enhance employment equity, in accordance with current BC labour laws, the BC Human Rights legislation, and all applicable collective agreements.

2.0 PURPOSE

- 2.1 The purpose of this policy is to provide for the use of Intentional Diversity Hiring practices to foster equity and diversity. Intentional Diversity Hiring practices assist the university to achieve diverse and equitable representation in the workplace, and to recruit employees whose identities enrich the ways in which we accomplish the academic mission and serve our community.
- 2.2 The objective of employment equity is a workplace in which historically underrepresented and underserved members of the community are fairly represented throughout UNBC's workforce.

3.0 PRINCIPLES

- 3.1 UNBC continues to hire the best-qualified candidates and make employment decisions based on job performance criteria, such as skills, knowledge, and abilities. By seeking out candidates who have been or continue to be traditionally marginalized on the basis of identity, UNBC ensures candidates bring forward the value of personal lived experience to their positions as well as meeting the level of excellence noted above. This enhances the University's ability to deliver the best services to its community.
- 3.2 Employment equity requires that UNBC minimizes barriers and addresses all forms of discrimination. In this way, the pool of excellent candidates increases substantially.

4.0 SCOPE

This policy applies to any hiring of faculty, staff, exempt employees, and administrators.

5.0 DEFINITIONS

- 5.1 **Designated Group** refers to women, Indigenous peoples, persons with disabilities, and members of visible minorities as set out in the *Canadian Employment Equity Act*. "Designated group" refers to the definition outlined in the *Canadian Employment Act* (women, Indigenous persons, persons with disabilities, and members of 'visible minorities'). This includes, but is not limited to, individuals with disabilities; Indigenous people, Black people and people of colour ("IBPOC"); and members of the 2SLGBTQ+ community.
- 5.2 **Intentional Diversity Hiring** means a job competition that is intentional in hiring to one or more of the designated groups, in accordance with the [BC Human Rights Code](#). This means:
- 5.2.1 applications from members of the designated group(s) are considered first;
 - 5.2.2 only qualified applicants from the designated group(s) are short-listed and assessed for the vacancy; and
 - 5.2.3 if no applicants from the designated groups are successful after the assessment process, applicants who are not members of the designated group(s) may be short-listed and assessed in accordance with regular selection processes.
- 5.3 **Under-Represented Group** means individuals or groups with insufficient or inadequate representation in various aspects of university life, often determined when compared to their proportional composition in Canadian society, but in the university setting, other considerations may also override strictly proportional representation. Human Resources and the Office of Equity Affairs are accountable if an intentional diversity hire to help improve under-representation is in question or challenged.

6.0 POLICY

- 6.1 Intentional Diversity Hiring may be used when one or more of the following situations exist:
- 6.1.1 when a designated group is under-represented in the relevant unit, occupation, or program;
 - 6.1.2 where a new or existing program has not yet received the required, special expertise or knowledge of members of a designated group;

6.1.3 where the University has committed to external funding programs that reflect specific matters of equity and diversity in programming and/or staffing practice;

6.1.4 where it is desirable to hire designated group members to better reflect and affirm the identities of students, faculty, and staff.

6.2 In order to achieve the University's equity and diversity goals, President or Vice-President approval for any position may be contingent on Intentional Diversity Hiring being conducted.

6.3 Consultation by the selection committee chair with the appropriate union (when applicable), Human Resources and the Office of Equity Affairs must occur prior to posting a preferential hire or before applying to the BC Office of the Human Rights Commissioner for any Intentional Diversity Hiring special programs.

7.0 REPORTING

7.1 UNBC must submit a report on all Intentional Diversity Hiring to the BC Office of the Human Rights Commissioner.

7.2 The responsible Dean or Director must develop a report on all Intentional Diversity Hiring and submit it to Human Resources.

7.3 Human Resources and the Office of Equity Affairs is responsible for submitting the report to the BC Office of the Human Rights Commissioner on behalf of UNBC.

8.0 AUTHORITIES AND OFFICERS

[Required] The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors

Designated Executive Officer: President

Procedural Authority: President

Procedural Officer: Associate Vice-President, Equity, Diversity and Inclusion

9.0 RELEVANT LEGISLATION

9.1 [*Canadian Employment Equity Act*](#)

9.2 [*BC Human Rights Code*](#)

10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS