

# Policy

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## INTENTIONAL DIVERSITY ~~HIRING~~ HIRING POLICY

**Number:** HR 2  
**Classification:** Human Resources  
**Approving Authority:** Board of Governors  
**Designated Executive Officer:** President  
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**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~~ within the four Designated Groups. 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~~ the four Designated Groups ~~members of~~ 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 qualifications and performance criteria, such as skills, knowledge, and abilities. By seeking out candidates who have ~~traditionally~~ been or continue to be systemically marginalized and disqualified 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.
- 3.3 The best-qualified person shall always be recommended for hire. However, where the qualifications and performance criteria such as skills, knowledge, and abilities of the leading candidates for appointment are substantially equal, and one or more is from the four Designated Groups, the most qualified candidate from a Designated Group shall be deemed the best qualified and shall be recommended for hire.

## 4.0 SCOPE

- 4.1 This policy applies to any hiring of faculty, staff, exempt employees, and administrators.
- 4.2 Where the application of this policy would conflict with the provisions of any applicable collective agreement, the applicable collective agreement provision will apply.

## 5.0 DEFINITIONS

- 5.1 **Designated Groups** mean women, Aboriginal peoples, persons with disabilities, and members of visible minorities, as set out in the Canadian *Employment Equity Act*, SC 1995, c. 44, as amended from time to time. Under the *Employment Equity Act*, Aboriginal peoples means persons who are Indians, Inuit or Métis and “members of visible minorities” means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour. Accordingly, Designated Groups include, but are not limited to, individuals with disabilities; Indigenous peoples, Black people and people of colour (“IBPOC”) and members of the 2SLGBTQ+ community.

~~Designated group refers to the definition outlined in the Canadian Employment Act (women, Indigenous persons, person 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 four Designated Groups, in accordance with the *BC Human Rights Code* and following the process set out in the *Policy*.

~~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.~~

**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, under one of two hiring streams: (1) Preferential Hire; and (2) Limited Hire. This means:

**5.2.1 Preferential Hire:**

- any applicant may apply;
- only qualified applicants from the Designated Group(s) are short-listed and assessed first for the vacancy; and
- if no applicants from the Designated Group(s) 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.

**5.2.2 Limited Hire:**

- only applicants from the Designated Group(s) may apply;
- only qualified applicants from the Designated Group(s) are short-listed and assessed for the vacancy; and
- if no applicants from the Designated Groups are successful after the assessment process, the position is considered a 'failed search' and the job must be reposted or left unfilled.

## 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; or

- 6.1.4 where it is desirable to hire ~~d~~Designated ~~e~~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 is required for any position and 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.~~
- 6.3 In consultation with Human Resources and the Office of Equity and Inclusion, the selection committee chair will seek approval with the appropriate Vice President and applicable union. This consultation and approval must occur prior to posting an intentional hire.
- 6.4 Human Resources and the Office of Equity and Inclusion are responsible for applying to the BC Office of the Human Rights Commissioner for special program approval prior to any Intentional Diversity Hiring practice, if required.
- 6.5 This process may be modified to comply with applicable collective agreement provisions, including any requirements to prefer internal qualified applicants.

## 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.~~
- 7.1. Where a Special Program Designation approval is sought and received, Human Resources and the Office of Equity and Inclusion are responsible for working with the Dean or Director for preparing and submitting the required reports to the BC Office of the Human Rights Commissioner.

## 8.0 AUTHORITIES AND OFFICERS

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*~~

9.1 Federal [Employment Equity Act](#), S.C. 1995, c. 44, as amended from time to time.

9.2 BC [Human Rights Code](#), R.S.B.C. 1996, c. 210, as amended from time to time.

## 10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

10.1 [HR 1 Hiring Equity Policy](#)

10.2 [GV 3.1 Selection and Review of Vice-Presidents and Senior Academic Administrators Procedures](#)

10.3 [UNBC Collective Agreements](#)