The Joint Equity Process

Tina Hickey
Employment Equity Officer
MUNFA Collective Agreement

Article 29: Employment Equity

- Article 15 - April 1988 - March 1991
- Article 29 - Dec 1992

- Article 29 applies to academic appointments of 12 months or longer, excluding spousal appointments and special visiting appointments (29.02).
Joint MUN-MUNFA Committee

JEC MEMBERSHIP

MUNFA representatives:
Dr. Diana Gustafson
Dr. Carolyn Walsh
Dr. Saeed Samat

Administrative representatives:
Tracey Pittman
Gina Billard

Ex-officio member:
Employment equity officer:
Tina Hickey
Target Group Member:

Defined in the Employment Equity Act as:

- A Woman
- An Aboriginal person
- A Visible minority person
- A Person with a disability
The JEC Process: Preliminary steps

- Establish a Diverse Search Committee
- Employment Equity statement
- A copy of the final ad is published and sent to the EEO
The JEC Process: Self-Identification

• EEO prepares the self-identification survey which includes a link to Article 29.

• Administrative Head circulates the equity survey to all applicants. Information is returned to the EEO.
The JEC Process: Information sharing

- Deadline passes for the receipt of applications. EEO compiles the self-identification information and sends it to Administrative Head who then forwards the equity information to the Search Committee.
The JEC Process: The crossroads...

Have TGMs applied?

- If no... the academic unit proceeds without any further involvement from the JEC.

- If at least ONE applicant self-identifies as a TGM, then the remaining equity steps apply.
The JEC Process: The Short-list

Search Committee meets to compile a preliminary short-list.

Search Committee uses equity information to confirm the preliminary short-list.

Search committee provides rationale for each TGM who was not short-listed.
The JEC Process: The paper work

The JEC Review Form

- TGM only if self-identified (Article 29.04)
- Rationale for each TGM candidate who is legally entitled to work in Canada and was not short-listed
- Signatures required
- Cannot have a mixed short-list
The Paperwork

Academic Unit sends the EEO:
- Completed JEC form
- The CVs of short-listed candidates
- The CVs of those candidates who self-identified as TGMs but were not short-listed.
- Most recent ad
The JEC Process: All eyes on the file

The JEC meets within five business days to review the file (every Thursday at 3:30 pm).

Send the file to the EEO A-4044 by Wednesday at noon
JEC Process: Interviewing

JEC responds to Administrative Head
• in compliance
• more information needed
• not in compliance

Proceed with interviews following JEC compliance
Search Committee’s Recommendation:

“...should give preference in rank order to under-represented TG candidates in all cases where the qualifications of under-represented TG and non-TG candidates are substantially equal and meet the criteria established for the appointment in question.”

(Article. 29.28)
1. Ensure a diverse search committee

2. Include an equity statement on ad and publish widely

3. Send out Self-ID survey to all applicants

4. Search committee reviews preliminary shortlist and data

5. Complete the JEC review form including rationale and CV’s

6. The JEC meets within 5 business days and provides advice
Legally entitled to work in Canada

Contact Faculty Relations for Immigration-related questions and concerns

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Thank You!