ATTACHMENT #2: ARTS FACULTY COUNCIL: OCTOBER 31, 2007

THE UNIVERSITY OF MANITOBA
Faculty of Arts

ARTS FACULTY COUNCIL

Minutes

Special Meeting held on:
Tuesday, May 15, 2007
at 10:00am
in 240 University College

Present: Richard Sigurdson (Dean of Arts and Chair), Barry Ferguson (Associate Dean), Janice Ristock (Associate Dean), Linda Wilson (Associate Dean); Asian Studies: William Lee; Classics: Mark Lawall; Economics: Janice Compton, Elizabeth Troutt; English: Michelle Faubert, Margaret Groome, Robert O’Kell, Brenda Austin-Smith, Eugene Walz, David Watt, Arlene Young; German and Slavic Studies: Cheryl Dueck; French, Spanish and Italian: Andrew Osborne; History: Len Kuffert; Icelandic: Birna Bjarnadóttir, Helga Hilmsdóttir; Political Studies: Margaret Ogrodnick; Psychology: Daniel Bailis, Richard Kruk, Jason Leboe, Marian Morry, John Whiteley, Roger Wilson; Sociology: Steve Brickey, Tracey Peter; Women’s Studies: Liz Millward; Janet Hoskins (Warden, St. John’s College) Mathematics: Thomas Kucera; Support Staff: Mary Kuzmeniuk (Psychology), Nancy Windjack (Dean’s Office), Lise Durand (Recording Secretary)

Non-Members Present: Student Representatives: Serena Heska (Arts Student Body Council), Aimée Pochinco (Arts Student Body Council); Support Staff: Carol Adam (History), Vonne Bannavong (French, Spanish & Italian), Bonnie Buhr (University College), Lynne Dalman (Anthropology), Sandra Ferguson (History), Katy Hunt (History), Judy Ings (Economis), Betty Jennings (Dean’s Office), Marilyn Loat (Classics), Catari Macaullay Gauthier (Icelandic), Laurie Morris (Philosophy), Candace Préjet (Asian Studies), Eleanor Stardom (Classics), Patsy Wiebe (Anthropology)

Regrets: Anthropology: Jessaca Leinaweaver, Gregory Monks; Classics: James Chlup, David Howorth, Mark Joyal, Lea Stirling; Economics: Jesse Vorst; English: Adam Muller, Diana Brydon; French, Spanish and Italian: Maria Inés Martínez, Caterina Reitano; German and Slavic Studies: Stephan Jaeger; History: Robin Jarvis Brownlie, Jean Friesen; Labour Studies: David Camfield; Political Studies: George MacLean; Psychology: Jessica Cameron, Melanie Glenwright, Tammy Ivanco, Jonathan Marotta, Janine Montgomery, Katherine Starzyk; Religion: Dawne McCance; Sociology: Sonia Bookman, Christopher Fries; Student Representatives: Jennifer Dengate (St. John’s College).

Linda Wilson chaired the meeting in the absence of the Dean.
ADOPTION OF THE AGENDA

On a motion by M. Morry/D. Bailis, the agenda was adopted with the following change:
To exchange the Employment Systems Review Report (item #3) with the Update on the Future of University College (item #2).

MOTION CARRIED

(1) ANNOUNCEMENTS

Curriculum Vitae Information System (CVIS) and Reports for Major Granting Agencies: Kevin Stewart, Special Projects Administrator of the CVIS indicated in an e-mail that for the last 6 months CIHR/Canadian Common CV have run a pilot project to accept electronic versions of CVs. Only UBC and the University of Montreal participated in this pilot project. Once CIHR/CCV review the results of the pilot, the University of Manitoba will assess its participation. Recently NSERC and SSHRC have announced that they are renewing their involvement with the Canadian Common CV. Once the funding agencies have published the protocols for electronic submission of CV data, the University of Manitoba will endeavour to accommodate individual faculty members that may wish to take advantage of this opportunity using the CVIS. This will then remove the requirement for faculty members to keep several versions of their CV.

Events

Thursday, May 24  Campus Beautification Day

Tuesday, June 5  Arts Ph.D. Convocation
3:00pm

Wednesday, June 6  Arts Convocation
10:00am
A limited number of gowns and hoods are available from Lise Durand in the Dean’s Office.

Deadlines

Thursday, May 31  Deadline for Self-Funded Research Grants
Individuals wishing to apply for a Research Grant in Lieu of Salary may do so by submitting an application by January 31 or May 31. Applications are available from the Office of Research Services website.

(3) EMPLOYMENT SYSTEMS REVIEW REPORT

Linda Wilson introduced the members of the Employment Systems Review (ESR) Committee and relinquished the Chair to Dean Sigurdson.

Janice Ristock presented the ESR report (see attached PowerPoint presentation slides).

The floor was opened to questions:
Can we see whether similar recommendations came forth in the last Employment Systems Review? A review has never been conducted before, but this report gives the Faculty of Arts a mandate to ensure the recommendations are followed-up on and action taken on these.

We cannot impose hiring targets in a way which is consistent with the UMFA Collective Agreement.

It is hoped that the ESR process reforms a central part of the Collective Agreement and the Collective Agreement includes the recommendations. It is not an attempt to violate the Collective Agreement, but a way to indicate where the Collective Agreement could improve with respect to employment systems.

One of the dilemmas is that the Federal Government requires targets; for the Federal Contractors Program, you have to have a concrete goal (a number). The Faculty of Arts dodged this issue by saying that Departments must look at what their needs and requirements are.

The Dean can also allocate positions according to whether or not a department is looking at equity issues.

How does the University of Manitoba rank compared to other Universities with respect to equity requirements?

CAUT reports that the University of Manitoba numbers are consistent with other Universities, that is a lack of representation.

Janice Ristock indicated that the ESR report will be circulated as a .pdf file to all Arts members, although the report will not contain any sensitive information that violates confidentiality.

The Dean indicated that he has accepted virtually all the ESR Committee’s recommendations:

Recommendation #1
The Dean indicated that he will be asking the Arts Executive Committee to support a motion on this recommendation. The newly renamed Human Rights Committee’s Terms of Reference should be changed to indicated that the Committee must report to the Arts Faculty Council at least once every year. Summary data can be provided by the Dean’s Office by July 1, 2007 so that the Committee could report at the first Faculty Council meeting in the fall.

Recommendation #2
The Dean indicated that he will require that Departments and Units conduct equity systems reviews. Each unit will have to come up with an equity plan. The deadline will be January 1, 2008. The Dean’s Office will prepare a template and some guidelines for these reviews and these will be available by July 1, 2007.
Recommendation #3
The Dean indicated that he accepts the intention of this recommendation. The Dean’s Office certainly has a role to play in ensuring that every effort is made to increase representation of underrepresented groups among faculty and support staff. The Dean indicated that he accepts this recommendation but that it must be in conformity with the provisions of Collective Agreements. Once challenge on the support staff side is working with support staff to ensure that the implementation of equity plans and goals does not hinder the right and opportunity for existing support staff members to advance professionally and capitalize on opportunities for promotion.

Recommendation #4
As long as there are no legal or Human Resources obstacles, the Dean indicated that he will recommend this addition to the Faculty of Arts advertising.

Recommendation #5
The Dean indicated that he or his designate will be meeting with search advisory committees at their first meeting to go over the policies on equity provisions.

Recommendation #6
The Dean indicated that the Faculty will hold orientation sessions for support staff roughly every six months. At the same time, physical packages will be prepared for support staff. The Dean commended Lise Durand and Nancy Windjack on the work they have done to revise the Arts webpage to include all the forms and policies.

Recommendation #7
The Dean indicated that as long as Equity Services is willing to see to sending out the self-declaration forms to Support Staff and to provide the statistics, the Dean accepts this recommendation.

Recommendation #8
The Dean indicated that he will ask that Department Heads and Program Coordinators and other supervisors of academic or support staff to conduct formal entry interviews. For academics who leave probationary or tenured positions, the Dean will conduct exit interviews. Supervisors will be encouraged to do so when a staff member leaves the University.

Recommendation #9
The Dean indicated that the process of review Tenure and Promotion policies is currently underway. There will be a general discussion at the Heads’ level and at the Arts Faculty Council in the not too distant future.

Recommendation #10
The Dean indicated that in the last three years, gender parity has been sought and almost achieved for search committees. On the racial/cultural side, the Dean indicated that he has been informally considering this when forming search committees and tenure and promotion committees, but there hasn’t been as much effort given to disability equity on committees partly because there is a low number of self-identifying persons.
Recommendation #11
The Dean indicated that he will schedule regular meetings at least twice per year with a representative body of support staff so that he can be informed directly of concerns. The Dean also will encourage supervisors to meet with support staff. The Dean will bring these concerns to the attention of the Central Administration.

Recommendation #12 & #13
The Dean indicated that the Dean’s Office will sponsor workshops and will co-sponsor events with the Equity Service Office. Departments will also be encouraged to help with this.

Recommendation #14
The Dean indicated that Barry Ferguson (Associate Dean responsible for space) will conduct an accessibility and safety audit. He will work with Disability Services, Physical Plant and Central Administration to fix any problems.

Recommendation #15
The Dean indicated that the Dean’s Office staff has been discussing improving the climate and workplace environment in the Dean’s Office.

Recommendation #16 & #17
The recommendations are not directed at the Faculty of Arts, therefore the Dean did not comment on them.

The Dean indicated that:
- There will be a committee struck that will report at least annually to Arts Faculty Council;
- He will endeavour to provide an equity analysis;
- He will report on the progress by Winter 2008 and see the Departments report on their equity plans by January 1, 2008;
- The first formal report from the newly renamed Human Rights Committee will be fall 2008.

In reply to a question, the Dean indicated that he could consider denying new positions in particular departments as a consequence for departments who do not follow-up on their equity plans.

(2) UPDATE ON THE FUTURE OF UNIVERSITY COLLEGE

The Dean indicated that, after a great deal of discussion with a University College Committee, the following recommendations, in general, will be made to the Vice-President (Academic):

- Build upon the interdisciplinary nature of the college and the good interaction and collegiality in the college by coming up with a specific academic program around all of research, teaching and outreach that will emphasize the interdisciplinary nature of University College.
It was suggested that each year, University College could decide upon a theme that will become the focus for a variety of guest lectures and workshops.

It was suggested that University College could be a testing ground for new programs, such as modules and co-teaching. If these types of programs work in University College, they could then be expanded to other areas of the Faculty and then include other faculties.

The College needs a person to take on a leadership role – the Committee has used the title “Director”. This person would take the majority of the responsibilities of the Provost and would report to the Dean of Arts.

A variety of other items were discussed:
- Having a cultural producer in residence in University college
- A Centre for Creative Writing and Oral Tradition
- A Storyteller in Residence each year and a Visiting Professor at University College each year. These visitors might work with the themes identified in University College.
- More activity with research clusters.

The Dean indicated that there should also be a way to re-engage students in University College. One suggestion is that University College be home to President’s Scholars (a University-wide designation that includes students with entry averages above 95%). President’s Scholars would not be required to become members of University College.

The terms and by-laws of University College should be changed to reflect that University College is largely a college of Faculty of Arts members and as such, should report to the Dean of Arts.

University College should have a Director of Programming who would be given a modest course release to carry on his/her duties. The Director would report to University College.

The Faculty of Arts would have a role to play in space allocation and maintenance.

A replacement for Shelley Foster needs to be found. This position needs to have a more meaningful role as Building Manager and Administrative Assistant who would work closely with the Director to supervise administrative support, academic programming initiatives, etc…

(4) ADDITIONAL BUSINESS

There was no additional business.

(5) ADJOURNMENT

The meeting adjourned at 12:02pm.
Employment Systems Review  
Faculty of Arts  
The University of Manitoba  

ESR committee:  
Dr. Janice Ristock (Chair)  
Ms. Betty McGregor  
Ms. Janet Sealey  
Dr. Ravi Vaitheespara  
Dr. John Whiteley  
Dr. Wanda Wuttunee  

Report  
• Mandate and Process  
• Overview of Findings  
• Recommendations  

Mandate  
• The ESR is mandatory and part of the University’s commitment to the Federal Contractors Program  
• Our review included—women, visible minorities, Aboriginal peoples, people with disabilities, religious and ethnic minorities, and gay men, lesbians, and transgender people.  
• To provide a report to the Dean for approval and for response to the recommendations.  

Specific components of the ESR  
• 1) Analysis of workforce statistics  
• 2) Review of the employment systems (including a survey, interviews and a policy review)  
• 3) Development of specific recommendations to ensure that the needed change is successfully implemented.
ESR Process

- Commenced January 2005
- Arts web-page provided on-going information
- Ethical approval received for the survey and the interviews
- External consultants (Prologica Consulting and Dr. Delia Douglas) hired for survey and interviews
- Report submitted to the Equity Services Office in August 2006 and to the Dean in December 2006

Workforce Analysis

- Percentage of women faculty members has increased from 1997 (21%) to 2005 (33%)
- Percentage of women support staff has remained unchanged. (81%)
- Very low representation of visible minorities, Aboriginal peoples and people with disabilities amongst both Faculty and Support Staff.

Survey on Employment Practices

- **Response Rate:** 35% (133/390)
- The response rate for support staff was 60% [n=43] (64% of women and 33% of men)
- For academic staff [n=90] 28% (31% of women and 22.5% or men)

Survey Results for Academic Staff and Support Staff

- Women academic staff and women support staff report more concerns then do men about issues of fairness, discrimination, and equity.
Survey: Women Faculty

- Fairness of tenure and promotion;
- Feel that males and non-minorities are more encouraged than women and members of minority groups;
- Taking maternity leaves results in disadvantage.

Survey: Support Staff

- Perceive that having a disability reduces success in competition;
- Evaluation criteria are vague and leave room for bias in hiring and performance review.

Interviews

A total of 52 interviews were conducted:

- 14 Support Staff
- 25 Academic Staff
- 13 Heads/Deans

Support staff: Climate

- The power differential between support staff and academic staff was identified as creating a negative, disrespectful, or indifferent climate.
- Lack of respect and undervaluing of their work by some faculty members.
- Increasing bureaucratization of their jobs.
Support Staff: Employment Issues
- Dissatisfaction with the Hay Point Job Evaluation System (e.g., inconsistently applied, method not well understood).
- Unaware of grievance procedures or felt they Took too long and were not necessarily effective

Support Staff
Differences arising from working in large versus small departments:
- workload
- opportunities for taking time off/flex time for training

Academic Staff: Equity Issues
- Most departments do not have explicit policies on diversity/equity.
- Work on equity issues fell to members of marginalized groups.

Academic Staff: Equity Issues
- No training on equity issues
- Unsure how to go about finding members of designated groups in order to increase the pool for advertised positions.
Academic Staff: Policies

- Tenure and promotion procedures: vague about expectations/weightings of criteria.
- Heavier workloads for women given the policy on gender parity for committees.
- Spousal hiring policy: vague, can fracture departments and work against equity.

Conclusion

- The Faculty does not yet have a diverse workforce
- Systematic and Subtle sources of inequality exist (racism, sexism, heterosexism).

Conclusion

- The climate is experienced by some members of marginalized groups as “chilly”, “trivializing and disrespectful”, and “isolating”.
- Members of dominant groups have a lack of understanding and awareness of this situation.

Conclusion

- The Faculty of Arts needs to think beyond ineffective notions of equality (treating everyone the same) to more effective notions of equity (understanding and mitigating disadvantages faced by marginalized groups).
Recommendations

- **A Detailed Equity Plan for the Faculty of Arts.**
  1. That the Faculty’s Human Rights Committee be re-named the Equity, Diversity and Human Rights committee and include academic, support staff, and student representation.
  2. That each department/program develop an equity plan and conduct their own employment system review (including a review of curriculum and setting hiring goals).

Building a Representative Workforce

- 3. That the Dean’s office actively recruit into academic and support staff positions: more Aboriginal persons; more people who are visible minorities; more people with disabilities; more women faculty members.

Recruitment, Selection and Retention

- 4. Expand the statement on equity and diversity for all job advertisements (support staff and academic staff) with the following: “people of all sexual orientations and genders, and others who may contribute to the further diversification of the University”.
  5. That chairs of hiring committees emphasize at the outset the importance of equity and review the University’s equity requirements with the committee.

Recruitment, Selection and Retention

- 6. That new support staff receive an orientation session and a package of all relevant faculty and university policies.
  7. That applicants for support staff positions be given a self-declaration form.
  8. That department heads/coordinators conduct formal entry interviews with all new hires. Exit interviews should also be conducted with all staff to determine why they left.
**Policies**

- 9. That the Dean facilitate the re-writing of the Faculty’s policies in major areas (tenure and promotion) to better address the needs of designated and non-designated minorities and the diversity and equity goals of the Faculty of Arts.

- 10. That the Dean consider racial/cultural and disability equity in addition to gender equity when forming search, promotion, tenure and other faculty committees.

- 11. That the Dean take forward a number of concerns raised by support staff. These need to be brought to the attention of higher levels of administration for action: The Hay Point Job Evaluation System; Maternity leave for part-time employees; and Employees who have two part-time jobs at the University.

**Education**

- 12. That educational workshops be regularly available to all support staff and academic staff on cross cultural training and awareness. Workshops to aid units in cultivating and promoting atmospheres which are free of discrimination and harassment are also needed.

- 13. That the Dean of Arts in conjunction with Equity Services sponsor a variety of workshops, videos, and lectures on equity and diversity issues for all staff in the Faculty.

**Climate**

- 14. That an accessibility and safety audit of the physical space (classrooms, hallways, and offices) of the faculty be undertaken.

- 15. That department/program and the Faculty general offices become welcoming, accessible and safe for members of designated and marginalized groups.

**Other Issues:**

- 16. That the University’s Equity Services Office improves their communication systems with academic and support staff to make their resources more available and to be more proactive in addressing equity issues.

- 17. That the Equity Services Office offer staff more opportunities to update their personal information. A summary of this information should be provided to the Faculty of Arts annually to help with the tracking process as we strive to build a diverse workforce.