Uvic Libraries Equity and Diversity Survey (Fall 2007)

Review Uvic style guide for appropriate language.

General info about purpose of survey, Uvic E&D policy, strategic plan, need to report annually, etc. Include mandate of Uvic Libraries Equity and Diversity Committee. Confidentiality and privacy, Ethics approval, storage and security of data. Union consent (CUPE 951 and PEA)?

In order to achieve and maintain a fair and representative workplace where diversity is valued and all individuals are provided full opportunity to develop their potential by removing barriers in selection, hiring, development and advancement, it is first necessary to determine where under-representation exists and therefore where one might find barriers.

I. General Information

Please indicate your gender.
- Male
- Female
- Other (please specify) (LGBTTI: lesbian, gay, bisexual, transgender, transsexual or intersex.)

How many years have you worked at Uvic Libraries? (is it important to ask this question?)
- Less than 1 year
- 1 – 3 years
- 4 – 10 years
- More than 10 years

What is your job type? (get classifications from HR?)
- Clerical
- Administrative
- Library Assistant
- Supervisory
- Manager

II. Equity and Diversity at Uvic Libraries – testing the water (general atmosphere of equity and diversity in the workplace)

Aspects of principles of fairness and equity in the workplace (rating scale for each (1-5: very satisfied to very dissatisfied), how good are we at these things?) (from Uvic E&D reporting document and from Dept. of Economics E&D survey):
- Recruitment and Hiring
- Training and Development
- Opportunities for Promotion
- Workload Allocation
- Integration and Retention
- Accommodation
- Monitoring of Equity

Ask about other “softer” aspects, such as:
• Learning about disability
• Understanding others
• Providing information and resources
• Creating a safe and confidential environment for discussion
• Team approach to creating solutions

Other items to discuss/rate:

• Selection procedures for search/hiring committees
• Professional development opportunities, training, workshops
• Orientation programs
• Best practices
• New measures, initiatives, organizational goals
• Mentoring

Satisfaction that Uvic Libraries are functioning satisfactorily regarding equity and diversity issues in the following areas (any need for further levels of granularity, i.e. undergrad, grad?):

• Staff to Staff interactions
• Staff to Faculty interactions
• Staff to Student interactions

Adjustments that may be made in order to accommodate a person with a disability (how do staff feel about these things?):

• Equipment used for work
• Hours of work
• Furniture/computer workstation in the work area
• Job Tasks
• How employee is perceived by others in the workplace
• Time to complete work tasks

Specifics regarding accommodation needs:

• Accommodation of family needs (flexibility of work hours)
• Accommodation for special needs with equipment (amplifying phones, larger monitors)
• Recognition of cultural diversity (religious holidays)

The Employment Equity Act speaks of two types of equity and diversity goals: “positive policies and practices” and “numerical goals”. Do you agree that both of these quantitative and qualitative aspects are necessary in order to achieve equity and diversity in our workplace? (rating scale of agreement and comment box)

“A hiring goal is not a quota, but serves as a comparator against which to measure the success of recruitment and selection strategies.” (University of Victoria Employment Equity Plan - May 2003)

Can we ask if staff feel that any particular groups are under-represented at the libraries? (i.e. visible minorities, persons with a disability (visible or not), women, Aboriginal peoples)

Do you feel that the libraries have a good equity and diversity policy in place?

Do you know what equity and diversity policies the library currently has in place?

Are you aware of the University’s equity and diversity policies?

Do you feel that the libraries practice follow their equity and diversity policies? Is this transparent to all staff?
Do you feel that there are any barriers within the Libraries that would impact staff with a physical disability? (yes, no and elaborate)

Evaluate or comment on workshops/training for staff:

- Library services for diverse users
- Inter-cultural awareness
- Access and Understanding (Stephen Hammond)
- Customer Relationships that last

Do staff feel comfortable discussing equity and/or diversity issues or questions they may have with their direct supervisor or manager? (rating scale of comfort level and comment box)

III. Equity and Diversity at Uvic Libraries – help us make it better. (Suggestions and ideas for improvements)

Would staff like a resource person they could contact regarding equity and/or diversity issues or questions (not their supervisor or union representative) (peer-to-peer)

Would staff like a resource place (virtual or real) designated in the library that would house information regarding equity and diversity? Would staff contribute to this resource place?

Would staff like a lecture series presented in the libraries on different equity and diversity topics? (internal/external speakers)

Would staff like social events organized through the libraries in order to promote a feeling of connection between departments and to encourage all staff to learn more about other cultures? (i.e. Chinese New Year)

IV. Thank-you page and further info

- Add my name and email address to focus group list? (separate webpage from survey, use a form – make sure that anonymity is clear)
- Include information about when and where survey results will be made available.
- Include information about resources regarding E&D on campus and at the libraries? (links)

After analyzing results, we will be able to:

- Identify barriers that contribute to under-representation of diversity and possible reasons for inequity.
- Develop measures to improve the representation of designated group members and
- Set short-term and long-term goals in development of an equity and diversity plan for the libraries.