**INSTITUTIONAL EQUITY, DIVERSITY AND INCLUSION ACTION PLAN: PROGRESS REPORT**

**Institution: Royal Military College of Canada (RMC)**

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**Instructions**

Filling out all four sections of this report is mandatory. Institutions must email a PDF of this completed report and, if applicable, a revised copy of the institution’s equity, diversity and inclusion action plan by December 15, 2018, to edi-edi@chairs-chaires.gc.ca. If an institution chooses to revise its action plan in anticipation of the assessment process, it must post an updated version of the plan on its public accountability web page.

**Equity, Diversity and Inclusion Recognition**

Each year, the Tri-agency Institutional Programs Secretariat recognizes an institution with exemplary recruitment, nomination and/or appointment practices that promote equity and diversity. Indicate below whether your institution would like to be considered for the program’s recognition. The evaluation process for the recognition will be based on the committee’s assessment of this progress report and the institution’s corresponding action plan.

Yes:\_\_\_\_\_\_\_\_\_\_\_\_ No:\_\_x\_\_\_\_\_\_\_\_\_

**PART A: Equity and Diversity Targets and Gaps**

A.1) Provide the current targets and gaps for your institution in the table below (using the target-setting tool).

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| --- | --- | --- | --- | --- | --- | --- |
| **Designated group** | |  |  | | --- | --- | | **Target (percentage)** |  | | **Target (actual number)** | **Representation (actual number)** | **Gap(actual number)** |
| Women | 29 | 1 |  |  |
| Indigenous peoples | 1 | 0 |  |  |
| Persons with disabilities | 4 | 0 |  |  |
| Visible minorities | 15 | 1 |  |  |

Number of currently active chairs: 3

Number of empty chairs: 2

Number of chairs currently under peer review: 0

A.2) Provide any contextual details, such as empty chairs for which recruitment processes have started (limit 200 words):

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| RMC has two empty CRC chairs to fill. The process of identifying areas of potential recruitment will begin in the spring of 2019. |

**PART B: Results of the institution’s Employment Systems Review, Comparative Review and Environmental Scan**

In developing their action plans, institutions were required to develop objectives that were S.M.A.R.T. (specific, measurable, aligned with the wanted outcome, realistic and timely), and include a measurement strategy for monitoring, reporting on progress, and course correcting if necessary, based on: 1) an employment systems review; 2) a comparative review; and 3) an environmental scan (see Appendix A for the requirements that the program stipulated to develop the action plans).

B.1) Outline the key findings of the employment systems review that was undertaken when drafting the action plan limit 250 words:

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| Key findings resulting from the system review undertaken during the drafting of the action plan included:   1. RMC is governed by the best practices promulgated by the Federal Treasury Board which govern all civil service hiring practices and by the guidance provided by the appropriate Deputy Minister responsible for federal hiring practices. 2. The FDG target tool identified that RMC has no gaps.   3) The Research Advisory Committee, which consists of representatives from several FDGs and  other faculty, will play an increased role in developing approaches to filling RMC’s CRC chairs under  coordination by the Vice Principal Research. |

B.2) Outline the key findings of the comparative review that was undertaken when drafting the action plan (limit 250 words):

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| The chief finding of the comparative review of best practices adopted by other universities in Canada was that RMC is uniquely subject to the full range of policies and practices associated with the hiring members of FDGs promulgated by the Federal government through law, regulations and administrative instructions that govern the civil service under the Treasury Board of Canada. |

B.3) Outline the key findings of the environmental scan that was undertaken when drafting the action plan (limit 250 words):

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| RMC faces distinct challenges for recruiting and retaining faculty to teach and research at a bilingual institution. Nevertheless, RMC has met or surpassed its FDG objectives. |

B.4) Provide an overview of who was consulted in the drafting of the action plan. What form did the consultation/engagement with members of the four designated groups (i.e. women, persons with disabilities, Indigenous peoples and visible minorities) and other underrepresented faculty take? What equity diversity and inclusion (EDI) experts were consulted? Note: Do not to disclose any third party personal information (limit 250 words):

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| The action plan developed in 2017 was based in consultation with faculty through the Research Advisory Committee (RAC) that has representatives from the Arts, Science and Engineering faculties and is tasked with sharing and discussing such issues within and among their faculties. The local HR director and the college Equity Officer were also consulted, as was the Dean’s Council, the various Vice Principals and the College Principal. The RAC has representatives from various FDGs. |

**PART C: Objectives, Indicators and Actions**

Indicate what your institution’s top four key EDI objectives are, as well as the corresponding indicators and actions (as indicated in the action plan). For each objective, outline what progress has been made, with reference to the indicators. Use the contextual information box to communicate any progress made to date for each objective.

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| **Key Objective 1:** |
| Redraft Equity & Diversity Action Plan |
| Corresponding actions: |
| Initiate renewal through sub-committee of RAC |
| Indicator(s): |
| Progress report to Senate |
| Progress: |
| To be initiated |
| Next steps: |
| Initiate |
| Contextual information (e.g., course correction, obstacles, early wins, etc.) (limit 80 words): |
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| **Key Objective 2:** |
| Consult RAC on potential to fill empty CRC chairs |
| Corresponding actions: |
| Consult RAC on potential to fill empty CRC chairs |
| Indicator(s): |
| Manifest on RAC meeting agenda |
| Progress: |
| To be initiated |
| Next steps: |
| Results briefed to Deans/ Principal |
| Contextual information (e.g., course correction, obstacles, early wins, etc.) (limit 80 words): |
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| **Key Objective 3:** |
| Advertise for CRC vacancies |
| Corresponding actions: |
| Determine internal or external searches |
| Indicator(s): |
| Report to Dean’s council |
| Progress: |
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| Next steps: |
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| Contextual information (e.g., course correction, obstacles, early wins, etc.) (limit 80 words): |
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| **Key Objective 4:** |
| Although not articulated in our current action plan RMC has met or surpassed the required levels of participation by FDGs within the CRC program and will strive to ensure it continues to do so. |
| Corresponding actions: |
| Annual review |
| Indicator(s): |
|  |
| Progress: |
|  |
| Next steps: |
|  |
| Contextual information (e.g., course correction, obstacles, early wins, etc.) (limit 80 words): |
|  |

**PART D: Challenges and Opportunities**

Other than what has been outlined in the section above, outline any challenges and opportunities/successes, as well as best practices that have been discovered to date in developing and implementing the institutional equity, diversity and inclusion action plan (limit: 500 words):

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| RMC has consistently met or surpassed the required level of FDG representation. RMC will be challenged however to receive authority to seek external candidates given the financial scrutiny the university is under. Such authority may impede the timely engagement of new faculty. |