



## FCP Employment Equity Quick Start Guide

### Purpose

Employment and Social Development Canada's (ESDC) Federal Contractors Program (FCP) requires provincially regulated employers with 100 or more employees bidding on federal contracts of \$1M or more seek to achieve and maintain a workforce that is representative of the Canadian workforce, including members of the four designated groups under the Employment Equity Act (women, aboriginal and indigenous peoples, persons with disabilities, members of visible minorities).

### Population

Dalhousie full-time and permanent part-time employee headcounts on Dec 1st are compared to the StatsCan Census using voluntary self-identification from the Be Counted Census and personnel records. Calculations are completed using the National Occupational Classification (NOC) codes assigned to each position by Human Resources. According to the ESDC method, analysis is completed at the NOC level and then summarized by Employment Equity Occupational Groups (EEOG).

### Geographic Comparisons

- EEOG 1, 2, 3 are compared nationally
- EEOG 4, 5, 6, 9 are compared provincially
- EEOG 7, 8, 10, 11, 12, 13, 14 are compared regionally

### ESDC 3-Filter Significance Test

1. Gaps of -3 or more may be significant and must be recorded, then apply 2.
2. Gaps of -3 or more with utilization rates (UTR) of 80% or less are significant
3. If gaps between -1 and -3 exist for a designated group in 3 or more EEOGs (columns) and/or in all designated groups within an EEOG (rows) the gaps are significant

### Sample Calculations 2017

EEOG	Description	NOC	Description	National F	National Total	National F%	Dal Total	Dal F	F EXP	F Gap	F UTR
1	Senior Managers	14	Senior managers - health, education, ...	15,245	27,025	56%	30	13	17	-4	77%
		15	Senior managers - trade, broadcasting ...	12,110	53,085	23%	2	1	0	1	219%
		16	Senior managers - construction, trans...	7,650	57,885	13%	1	0	0	0	0%

### Overall (1)

Designated Group	2011 National Household Survey 2012 Canadian Survey on Disability	2016 Census of Population 2017 Canadian Survey on Disability
F	53.3%	53.3%
RV	12.7%	14.8%
AB	2.2%	3.2%
PD	4.8%	11.2%

### NOC 4011 Professors and lecturers (1)

Designated Group	2011 National Household Survey 2012 Canadian Survey on Disability	2016 Census of Population 2017 Canadian Survey on Disability
F	43.3%	44.0%
RV	19.1%	21.1%
AB	1.3%	1.4%
PD	3.8%	8.9%

### Why Higher Levels of PD Availability in 2016? (2)

Increase in self-reporting

- Prevalence tends to increase with age
- Greater recognition of all disability types
- Reduced stigma attached to disabilities
- Increased attention to mental health and wellness

2016 Census filter questions greatly improved coverage, especially of invisible disabilities

2017 Canadian Survey on Disability (CSD)

- Revised and expanded
- Improved collection methods, including online survey
- Respondents tended to divulge more information online than over the telephone or through in-person interviews with paper questionnaires
- Voluntary in 2011 versus mandatory 2016 long-form questionnaire

(1) Government of Canada Workplace Equity Information Management System (WEIMS). (2020). Updates made to the Workplace Equity Information Management System in 2019. Retrieved from <https://equity.esdc.gc.ca/sqiemt-weims/emp/WeimsMaintLogin.jsp>

(2) Government of Canada Workplace Equity Information Management System (WEIMS). (2020). Workforce Analysis - Detailed Report. Retrieved from <https://equity.esdc.gc.ca/sqiemt-weims/emp/WeimsMaintLogin.jsp>

## FCP Employment Equity Significance Testing

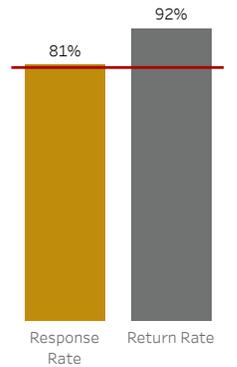
	Total Staff	F Gap	F UTR	RV Gap	RV UTR	AB Gap	AB UTR	PD Gap	PD UTR
01 Senior Managers	33	● -4	● 80%	● -2	● 37%	● -1	● 0%	1	141%
02 Middle and other managers	156	4	105%	● -12	● 46%	0	103%	4	164%
03 Professionals	1,549	59	108%	● -83	● 73%	1	103%	34	159%
04 Semi-professionals and technicians	264	● -14	87%	14	217%	0	96%	2	117%
05 Supervisors	45	6	128%	5	1251%	0	93%	0	
06 Supervisors - crafts and trades	31	● -1	● 42%	1	649%	1	284%	2	192%
07 Administrative and senior clerical personn..	460	10	102%	10	139%	5	146%	26	
08 Skilled sales and services personnel	2	0	94%	0	0%	0		0	
09 Skilled crafts and trades workers	113	2	165%	1	136%	● -1	● 58%	● -6	● 25%
10 Clerical personnel	276	31	115%	20	189%	● -1	● 79%	● -21	● 43%
11 Intermediate sales and service personnel	78	6	114%	● -2	● 66%	0	77%	● -4	● 19%
12 Semi-skilled manual workers	15	● -2	● 0%	0	154%	0	0%	● -2	● 0%
13 Other sales and service personnel	176	38	173%	25	235%	● -4	● 55%	● -5	● 72%
14 Other manual workers	6	0	91%	1	608%	1	730%	● -1	● 0%
Grand Total	3,204	136	108%	● -22	95%	● -1	99%	31	120%

 Dec 1st  
2017

 Sr Admin  
All

 Unit  
All

F	57%
RV	13%
AB	2%
PD	6%
SOGI	4%
ANS	1.7%
MK	1.2%



### Professors and lecturers

03 4011 University professors and lecturers	1,052	4	101%	● -23	88%	● -1	90%	13	133%
---	-------	---	------	-------	-----	------	-----	----	------

### Other Professionals

03 Professionals	497	55	119%	● -59	● 42%	2	117%	21	212%
------------------	-----	----	------	-------	-------	---	------	----	------

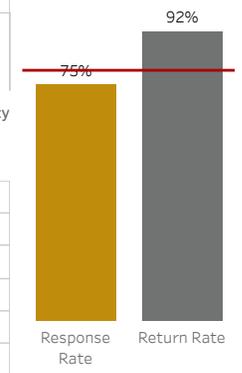


# FCP Employment Equity Professors and Lecturers

NOC 4011

	Total Staff	F Gap	F UTR	RV Gap	RV UTR	AB Gap	AB UTR	PD Gap	PD UTR
Agriculture	89	1	104%	● -4	● 77%	0	89%	1	119%
Architecture & Planning	26	● -3	● 71%	0	101%	0	0%	3	406%
Arts & Social Sciences	135	14	123%	● -9	● 66%	0	117%	2	137%
College Continuing Educa..	7	● -1	● 66%	0	75%	0	0%	0	0%
Computer Science	25	● -5	● 55%	5	210%	0	0%	1	211%
Dentistry	42	0	99%	● -1	87%	0	188%	● -2	● 0%
Engineering	102	● -26	● 41%	22	211%	● -1	● 0%	0	104%
Health	132	47	182%	● -14	● 44%	2	239%	10	300%
Management	74	0	100%	4	128%	● -1	● 0%	● -1	71%
Medicine	181	● -17	● 78%	● -6	81%	0	87%	● -3	● 58%
Schulich School of Law	31	3	119%	● -4	● 34%	1	254%	3	341%
Science	200	● -9	90%	● -16	● 58%	● -2	● 39%	● -1	92%

Dec 1st 2017	
Sr Admin All	
Unit All	
F	44%
RV	18%
AB	1%
PD	5%
SOGI	4%
ANS	0.4%
MK	0.4%



Units with headcounts of less than 5 are redacted for privacy

Rank	Total Staff	F Gap	F UTR	RV Gap	RV UTR	AB Gap	AB UTR	PD Gap	PD UTR
Full Professor	375	● -53	● 67%	● -22	● 69%	● -5	● 0%	1	106%
Associate Professor	266	1	101%	● -5	91%	● -2	● 30%	8	179%
Assistant Professor	221	19	120%	7	116%	4	250%	6	167%
Lecturer	22	5	158%	● -2	● 48%	1	358%	1	240%
Instructor Stream	168	31	143%	● -1	97%	1	141%	● -2	● 63%
Grand Total	1,052	4	101%	● -23	88%	● -1	90%	13	133%

- Gap of -3 or more
- Gaps between -1 and -3
- Utilization rate ≤ 50%
- Utilization rate from 51% to 80%



# FCP Employment Equity DFA by Rank

DFA employee classifications of DM and RD include NOC: 4011 Professors and lecturers, 4151 Psychologists, and 5111 Librarians

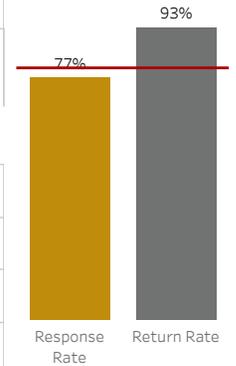
	Total Staff	F Gap	F UTR	RV Gap	RV UTR	AB Gap	AB UTR	PD Gap	PD UTR
Full Professor	308	● -45	● 67%	● -14	● 77%	● -4	● 0%	1	111%
Associate Professor	240	2	102%	● -7	84%	● -1	● 64%	12	230%
Assistant Professor	184	19	124%	5	114%	4	254%	6	186%
Lecturer	22	5	158%	● -2	● 48%	1	358%	1	240%
Instructor Stream	167	32	143%	● -1	98%	1	141%	● -2	● 63%
Counselor	9	1	119%	● -1	● 0%	0	0%	3	867%
Librarian	25	● -3	87%	● -1	67%	1	399%	● -1	● 0%
Grand Total	955	12	103%	● -21	88%	2	112%	20	155%

Dec 1st 2017

Sr Admin All

Unit All

F	46.1%
RV	17.9%
AB	1.6%
PD	6.3%
SOGI	4.2%
ANS	0.5%
MK	0.6%



## Appointment

Tenured/Tenure Stream	661	● -35	88%	● -12	91%	● -3	● 71%	21	183%
Without Term/Continuing	141	20	128%	● -4	85%	3	252%	● -1	● 75%
Limited Term Appointment	153	27	139%	● -6	80%	1	151%	0	103%
Grand Total	955	12	103%	● -21	88%	2	112%	20	155%

## FCP Gaps Year-Over-Year Dec 1st

Updated Statistics Canada data caused gaps to increase across all groups in 2018.

Sr Admin All

Unit All

Year 2014 to 2017

	F Gap				RV Gap				AB Gap				PD Gap				# Gaps			
	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017
01 Senior Managers	-3	-4	-4	-4	-3	-3	-2	-2	-1	-1	-1	-1	0	2	0	1	3	3	3	3
02 Middle and Other Managers	-3	-4	1	4	-19	-20	-12	-12	-1	0	-2	0	1	3	2	4	3	2	2	1
03 Professionals	37	41	40	59	-152	-103	-87	-83	-15	-14	-3	1	-19	12	32	34	3	2	2	1
04 Semi-Professionals and Technicians	-9	-10	-9	-14	9	9	12	14	-4	-3	-2	0	-7	-2	-2	2	3	3	3	1
05 Supervisors	6	6	7	6	3	3	4	5	-2	-1	0	0	0	1	0	0	1	1	0	0
06 Supervisors crafts and trades	-1	-2	-1	-1	0	0	1	1	-1	0	1	1	0	0	2	2	2	1	1	1
07 Administrative and Senior Clerical Perso..	9	7	7	10	0	4	6	10	-5	1	2	5	13	23	27	26	1	0	0	0
08 Skilled Sales and Service Personnel	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
09 Skilled Crafts and Trades Workers	2	1	1	2	-1	-1	1	1	-2	-1	0	-1	-6	-7	-7	-6	3	3	1	2
10 Clerical Personnel	28	30	30	31	7	10	12	20	0	0	0	-1	-26	-17	-21	-21	1	1	1	2
11 Intermediate Sales and Service Personnel	6	5	5	6	-2	-2	-3	-2	0	0	0	0	-4	-4	-5	-4	2	2	2	2
12 Semi-Skilled Manual Workers	-2	-2	-2	-2	-1	0	0	0	0	0	0	0	-1	-2	-2	-2	3	2	2	2
13 Other Sales and Service Personnel	34	39	40	38	-1	5	17	25	-7	-6	-3	-4	-12	-10	-7	-5	3	2	2	2
14 Other Manual Workers	4	2	0	0	0	1	2	1	0	0	0	1	0	-1	-1	-1	0	1	1	1
<b>Grand Total</b>	<b>107</b>	<b>111</b>	<b>115</b>	<b>136</b>	<b>-160</b>	<b>-98</b>	<b>-50</b>	<b>-22</b>	<b>-38</b>	<b>-25</b>	<b>-10</b>	<b>-1</b>	<b>-62</b>	<b>-1</b>	<b>19</b>	<b>31</b>	<b>28</b>	<b>23</b>	<b>20</b>	<b>18</b>

### Professors and lecturers

	F Gap				RV Gap				AB Gap				PD Gap				# Gaps			
	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017
03 4011 University professors and lecturers	-16	-8	-12	4	-101	-53	-33	-23	-10	-9	-3	-1	-17	3	17	13	4	3	3	2

### Other Professionals\*

	F Gap				RV Gap				AB Gap				PD Gap				# Gaps			
	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017	2014	2015	2016	2017
03 Professionals	53	49	52	55	-50	-50	-54	-59	-5	-4	-1	2	-2	9	15	21	3	2	2	1

\*Grant Paid Research Associates and Assistants (RC, RH) were removed from analysis in 2019, resulting in decreased gaps.

## FCP Employment Equity Masked Detail

Dec 1st  
2017

Sr Admin  
All

Unit  
All

	Total	F*	F Exp*	F Gap	F UTR	F%*	RV*	RV Exp*	RV Gap	RV UTR	RV%*	AB*	AB Exp*	AB Gap	AB UTR	AB%*	PD*	PD Exp*	PD Gap	PD UTR	PD%*	SOGI*	SOGI%*
01 Senior Managers	33	14	18	-4	80%	42%	<5	*	-2	37%		0	1	-1	0%	0%	<5	*	1	141%		<5	
02 Middle and other managers	156	90	86	4	105%	58%	10	22	-12	46%	7%	<5	*	0	103%		11	7	4	164%	7%	8	5%
03 Professionals	1,549	800	741	59	108%	52%	220	303	-83	73%	16%	27	26	1	103%	2%	93	59	34	159%	7%	63	4%
04 Semi-professionals and technicians	264	91	105	-14	87%	34%	26	12	14	217%	11%	6	6	0	96%	3%	16	14	2	117%	7%	15	7%
05 Supervisors	45	28	22	6	128%	62%	5	0	5	1251%	11%	<5	*	0	93%		0	0	0		0%	<5	
06 Supervisors - crafts and trades	31	<5	*	-1	42%		<5	*	1	649%		<5	*	1	284%		5	3	2	192%	16%	<5	
07 Administrative and senior clerical pe..	460	417	407	10	102%	91%	36	26	10	139%	8%	15	10	5	146%	3%	26	0	26		6%	19	4%
08 Skilled sales and services personnel	2	<5	*	0	94%		0	0	0	0%	0%	0	0	0		0%	0	0	0		0%	0	0%
09 Skilled crafts and trades workers	113	5	3	2	165%	4%	<5	*	1	136%		<5	*	-1	58%		<5	*	-6	25%		<5	
10 Clerical personnel	276	244	213	31	115%	88%	43	23	20	189%	16%	<5	*	-1	79%		16	37	-21	43%	6%	9	3%
11 Intermediate sales and service perso..	78	51	45	6	114%	65%	<5	*	-2	66%		<5	*	0	77%		<5	*	-4	19%		<5	
12 Semi-skilled manual workers	15	0	2	-2	0%	0%	<5	*	0	154%		0	0	0	0%	0%	0	2	-2	0%	0%	0	0%
13 Other sales and service personnel	176	90	52	38	173%	51%	43	18	25	235%	27%	5	9	-4	55%	3%	13	18	-5	72%	8%	6	4%
14 Other manual workers	6	<5	*	0	91%		<5	*	1	608%		<5	*	1	730%		0	1	-1	0%	0%	0	0%

### Professor and lecturers

	Total	F*	F Exp*	F Gap	F UTR	F%*	RV*	RV Exp*	RV Gap	RV UTR	RV%*	AB*	AB Exp*	AB Gap	AB UTR	AB%*	PD*	PD Exp*	PD Gap	PD UTR	PD%*	SOGI*	SOGI%*
03 4011 University professors and lectu..	1,052	459	455	4	101%	44%	177	200	-23	88%	18%	12	13	-1	90%	1%	53	40	13	133%	5%	38	4%

### Other Professionals

	Total	F*	F Exp*	F Gap	F UTR	F%*	RV*	RV Exp*	RV Gap	RV UTR	RV%*	AB*	AB Exp*	AB Gap	AB UTR	AB%*	PD*	PD Exp*	PD Gap	PD UTR	PD%*	SOGI*	SOGI%*
03 Professionals	497	341	286	55	119%	69%	43	102	-59	42%	10%	15	13	2	117%	3%	40	19	21	212%	9%	25	6%

\*Counts less than 5 are redacted for privacy

**ESDC Guidelines** <https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s1>

- Dalhousie has collected employment equity information since 1989, disaggregated data since 2000, and the Be Counted census was launched in 2015
- Self-identified fields are integrated across personnel, admissions, and Be Counted Census records using the individual's most recent response per year
- Percent representation is calculated using total returned, except females which uses total population because gender self-ID is close to 100%
- Therefore, gender from personnel and admission records is not included in return rate, resulting in female counts that are sometimes higher than return rate
- Percent representation describes the minimum proportion of the total population and equity-seeking groups are not mutually exclusive
- Return rate is any census or survey activity, including declined, response rate is at least one self-id field complete Y/N/P, FCP guidelines recommend both should be 80% or more. Census Activity is recorded once per person per year

**Racialized Persons:** Racially visible person, racialized person, other visible minority, historically/indigenous Black Nova Scotian (AFNS), African (Black) heritage, Aboriginal/Indigenous person from outside of North America, East Asian (eg. Chinese, Taiwanese, Japanese, Korean), South Asian (Bangladeshi, Pakistani, Indian, Sri Lankan, Punjabi), South East Asian (eg. Vietnamese, Thai, Cambodian, Malaysian, Filipino/a), West Asian or Arab (eg. Iranian, Afghani, Lebanese, Egyptian, Iraqi, Armenian, Israeli), Latin, South or Central American. Black/African and Historically/indigenous Black Nova Scotian counts are subsets of this figure.

**Indigenous & Aboriginal Peoples:** Aboriginal/Indigenous person from North America, First Nations, Mi'kmaq (MK), Maliseet, Inuit, Metis, and not listed above. Mi'kmaq (MK) counts are a subset of this figure.

**Persons with a Disability:** a chronic, long-term or recurring physical, sensory, mental, learning or intellectual impairment, that, in interaction with a barrier, hinders that person's full and effective participation in society.

**Sexual Orientation & Gender Identity:** transgender, gender non-conforming, two spirit, queer, lesbian, bisexual, gay, asexual, not listed above. Statistics Canada data from the 2014 Canadian Community Health Survey show that 3.0% of Canadians identify as lesbian, gay, or bisexual. [https://www.statcan.gc.ca/eng/dai/smr08/2015/smr08\\_203\\_2015#a3](https://www.statcan.gc.ca/eng/dai/smr08/2015/smr08_203_2015#a3)

**Employee Classifications:** DPMG, DFA, Faculty Non-Union, NSGEU Local 99 Salary, Supplementary Staff (not exception payments), Professional, NSGEU Local 77, Research DPMG, Research Faculty DFA, Research Faculty Non-Union, Research NSGEU 77, Research Senior Mgmt Faculty, Research Senior Mgmt Staff, Confid Clerical Secretarial, Senior Management Faculty, Senior Management Staff. Employees at the Kellogg Library fall under the Schulich School of Law. Grant Paid Research Associates and Assistants (RC, RH) were removed from analysis in 2019, resulting in decreased gaps. **ECLS:** AM, DM, FM, IB, KM (not 999986), MM, NM, RA, RD, RE, RF, RX, RZ, SM, XM, YM.

## Dalhousie Employee Classes

01 Senior Managers	Senior Administration
02 Middle and other manage..	DFA DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 DPMG AD09 Faculty Non Union >= 50% Other Staff ...
03 Professionals	DFA DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 DPMG AD09 Faculty Non Union >= 50% NSGEU Local 77 Other Staff ...
04 Semi-professionals and t..	DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 NSGEU Local 77 NSGEU Local 99 Other Staff
05 Supervisors	DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 NSGEU Local 77 NSGEU Local 99
06 Supervisors - crafts and t..	DPMG AD06 DPMG AD07 NSGEU Local 99
07 Administrative and senio..	Confid Clerical Secretarial DPMG AD03 DPMG AD04 DPMG AD05 DPMG AD06 DPMG AD07 DPMG AD08 NSGEU Local 77
08 Skilled sales and services..	NSGEU Local 77
09 Skilled crafts and trades..	NSGEU Local 77 NSGEU Local 99
10 Clerical personnel	Confid Clerical Secretarial DPMG AD03 DPMG AD04 DPMG AD05 DPMG AD06 NSGEU Local 77 NSGEU Local 99 Other Staff
11 Intermediate sales and s..	DPMG AD05 DPMG AD06 NSGEU Local 77 NSGEU Local 99
12 Semi-skilled manual work..	NSGEU Local 77 NSGEU Local 99
13 Other sales and service p..	NSGEU Local 77 NSGEU Local 99 Other Staff
14 Other manual workers	NSGEU Local 99

## Legend

F	Female
RV	Racially Visible
AB	Aboriginal & Indigenous Peoples
PD	Persons with Disabilities
SOGI	Sexual Orientation and Gender Identity minorities
ANS	Historical Black/African Nova Scotian ancestry
MK	Mi'kmaq
Exp	Expected Labour Market Availability
UTR	Utilization Rate (progress to fill gap)