

Department of History
Faculty of Liberal Arts and Professional Studies

Affirmative Action Plan and Tenure Track Search Procedures
 (Last updated, 17 March 2020)

Affirmative Action Plan and Tenure Track Search Procedures

I Preamble

The mission of York University is the pursuit, preservation, and dissemination of knowledge. The Department of History recognizes that its mission of excellence in research and teaching is enhanced by a diverse faculty. In accordance with the York University Academic Plan, we hold that "academic quality and social equity are not mutually exclusive. On the contrary, equitable treatment for all - irrespective of gender or sexual orientation, race or ethnicity, physical condition or social origin, creed or religion - is an indispensable means of assuring that excellence is served and that all members of the York community enjoy the opportunity to contribute fully and to the best of their ability to the common enterprise." The Department of History thus affirms the principles of employment equity, inclusivity and nondiscrimination.

The principal criterion for appointment to positions at York University is academic and professional excellence, as expressed in article 12.15 of the 2015-18 York University Faculty Association (YUFA) - York University Board of Governors Collective Agreement. Article 12.21 mandates a programme of affirmative action designed "to promote equity in employment of women, visible minorities (members of racialized groups), Aboriginal (Indigenous) people and persons with disabilities." In addition, Canadian immigration law requires that Canadian citizens and permanent residents be given priority in hiring. According to the collective agreement, each unit is required both to prepare an affirmative action plan and to have its plan approved by the joint Committee on Affirmative Action. The History Department's plan must meet the provisions described in Article 12.21 (a) and (b) for "units with less than 40% women and/or less than 25% visible minorities (members of racialized groups)." (See Appendix III)

In defining its hiring priorities and describing future positions, the Department will carefully consider the likelihood of attracting excellent scholars from designated Affirmative Action groups. In accordance with Article 12.20 of the collective agreement, the History Department declares that "discrimination should not exist or arise for women, visible minorities (members of racialized groups), Aboriginal (Indigenous) people, persons with disabilities, LGBTQ2." Although what follows concentrates on search procedures for faculty appointments, the Department recognizes that promoting equity and inclusivity in University employment cannot begin and end with the faculty hiring process. To that end, the Department commits itself (1) to developing ways of mentoring undergraduate students from the designated Affirmative Action groups and encouraging them to pursue graduate study and academic employment; and (2) to consider affirmative action principles in decisions about hiring priorities and curriculum design.

The following policies and guidelines set out the Department's Affirmative Action Plan and the search procedures for all tenure track jobs and give suggestions regarding externally funded positions.

II Hiring Priorities

A. Regular Appointments:

Hiring priorities for both new and replacement appointments are established in the Five Year Plan by the Departmental Council on the recommendation of the Curriculum Committee. The Curriculum Committee should use the following principles in preparing its list:

1. The Department should try to maintain the integrity of its existing undergraduate and graduate programmes. It should think not only about sustaining existing fields, but also new directions that history (and the curriculum) might take.

2. The Department should at the same time maintain or seek to enhance the strength of the graduate programme.
3. In defining its hiring priorities and describing future positions, the Department shall carefully consider the likelihood of attracting excellent scholars from designated Affirmative Action groups.
4. In advertising the positions, the Department should use broad descriptions in order to attract a wide pool of excellent candidates.

B. Externally Funded Positions

When negotiating conditions for externally funded chaired professorships, including the Canada Research Chairs, the History Department Chair shall make every effort to ensure that the department's commitment to affirmative action, equity and inclusivity is upheld. Endowed chairs are of significant benefit to the department at a time of shrinking resources.

Nevertheless, external funding should not be accompanied by job definitions and other criteria at odds with the department's commitment to equity, inclusivity and diversity.

III The Affirmative Action Representative

The History Department Chair shall submit to the History Department Council at its spring meeting the name of an Affirmative Action Representative (or Affirmative Action Representatives when the Collective Agreement allows for more than one Affirmative Action Representative for units with multiple searches). The Representative(s) must be tenured. This Representative(s) shall serve as the Department's liaison with the Joint Implementation Committee on Affirmative Action and be responsible for overseeing the implementation of the Department's Affirmative Action Plan. The Representative(s) will also be responsible for monitoring the hiring process and helping in the development of the Department's equity and inclusivity plans. As stipulated in Article 12.22 (d), "professional support shall be provided by the Affirmative Action, Equity and Inclusivity Officer."

Specific responsibilities shall include: reviewing advertisements for tenure-stream and contractually limited appointments; discussing affirmative action guidelines with the members of search committees; attending all meetings where decisions on the short list and final recommendation are made; dealing with any questions on affirmative action that search committees may raise; reviewing the files of successful candidates before they are sent to the Dean; and providing the required reports to the Joint Affirmative Action Committee. If a Representative is unable to carry out his/her duties, the Department Chair will appoint a substitute in consultation with the Executive Committee.

IV Advertising

(A) Formal

1. The Chair of the Department obtains the Dean's permission to advertise appointments.
2. Within the terms of the Collective Agreement, in drafting advertisements the department shall encourage applications from women, visible minorities (members of racialized groups), Aboriginal (Indigenous) people, and persons with disabilities.
3. To this end, advertisements should be written as broadly as possible.
4. The Affirmative Action Representative(s) shall review each advertisement with the Chair.
5. Drafts of the advertisement must be approved by the Executive Committee.
6. The Department will use the language approved by the parties to the Collective Agreement for the statement on Affirmative Action.
7. Once approved, the advertisement - including such adjustments as the Dean may require - will be published in University Affairs, CAUT Bulletin, and any other journals or publications recommended by the Department and approved by the Dean.
8. Copies of the advertisement will be sent to all history departments in Canada and to the list serves and/or newsletters of targeted groups, including, for example, the newsletter or list serve of the Coordinating Council for Women in History.

(B) Informal

1. The Department Chair and/or chair of the search committee shall contact leading historians in relevant fields in Canada and elsewhere to ask for their assistance in identifying prospective candidates who are women, visible minorities (members of racialized groups), Aboriginal (Indigenous) people, and/or persons with disabilities. Any candidates identified by this process should be urged to apply and self identify.
2. Members of the Department should take advantage of professional meetings and conferences to advertise positions informally and to seek out qualified candidates in the designated Affirmative Action groups; such candidates should be contacted and encouraged to apply and self identify. Members of the Department should inform the Chair of the Search Committee and the Affirmative Action Representative(s) of the names of potential candidates contacted.

V Search Procedures

A) Constitution of the Search Committee

For each appointment, the Chair of the Department appoints both a search committee chair, and, in consultation with her/him, the other members of the committee.

1. Except when necessary to satisfy requirements stipulated in (3) below, an appointment search committee shall have no more than nine members, all of whom have full and equal voice and votes. In accordance with Clause I.C.1 of the Department's constitution ("The Governing Structure of the Department of History, Faculty of Liberal Arts & Professional Studies"), the Chair of the Department may attend all meetings of the search committee in a non-voting capacity. The Affirmative Action Representative is not a voting member of the search committee.
2. Whenever possible, a majority of the members of the committee shall be chosen from members of the Department with expertise related to the position to be filled. The committee will include a graduate student recommended by the Director of Graduate Studies. Any or all members of the search committee may be challenged and replaced by a majority vote of History Council.
3. The search committee must include (a) at least one female faculty member, (b) a faculty member from a historical specialty different from that of the position being filled and (c) a member of the Executive. Committee members may represent more than one category.
4. Where the appointment is to be made jointly with another unit of the University, a single joint search committee will be established by negotiation between the Department of History and the other unit involved. The search will follow the Affirmative Action Plan of the department that will be the candidate's home department. Normally, both units must agree on the candidate to be recommended for the appointment.
5. All who accept membership in an appointment search committee agree to make whatever arrangements are required to attend all scheduled committee meetings, examine the work of all of the candidates, participate in the interview process, and participate in the deliberations of the committee. Except under exceptional circumstances committee members who do not fulfill these requirements may not participate in the discussions on the candidates or vote on the candidate to be recommended for the appointment.

B) Receipt of Applications

1. Applications are received and acknowledged by the Chair of the Department as are letters from referees. The letters of acknowledgement to candidates should include a copy of the self-identification form unless the candidate submitted it with her/his application. The letter should also include the following paragraph:

The History Department is committed to the principles of employment equity, inclusivity and non discrimination. We seek to improve the representation of excellent scholars who are women, visible minorities (members of racialized groups), Aboriginal (Indigenous) people, and persons with disabilities. I have enclosed a copy of the University's self identification form and invite you to fill it out and return it as soon as possible. York's affirmative action policy requires self identification in order for candidates in the designated Affirmative Action groups, including women, to benefit from this policy which provides that in cases where candidates qualifications are substantially equal

the position be offered to the candidate from a designated Affirmative Action group. You will greatly facilitate the selection committee's task if your completed form is in your file.

2. Within a week after the deadline and before the meeting when the short list is drawn up, the Affirmative Action Representative should contact all candidates by e-mail who have not submitted the self identification form using the same language as the Chair's letter and encourage them to do so.

3. Prior to the meeting at which the short-list is to be drawn up the Chair of the search committee shall examine all applications and ensure that they are as complete as possible, as well as soliciting whatever additional information is required.

C) Assessment of Applications

1. Except as reported in the dossier accompanying the recommendation (see 13 and 14 below), the proceedings of the search committee are confidential.
2. The Affirmative Action Representative shall attend the meeting(s) of the committee at which the short list is drawn up. She/he shall advise the committee on affirmative action procedures, but shall not participate in the discussion of the merits of the candidates. The Affirmative Action Representative shall have read the complete files of all candidates before this meeting.
3. Normally, no application from a member of a designated Affirmative Action group who meets the criteria set out in the advertisement-usually a completed Ph.D. and specialization within the stipulated field-shall be dismissed until every reasonable attempt to secure a complete file, including letters of recommendation, has been made.
4. Each search committee shall use the following criteria in assessing candidates:
 - a) academic and professional excellence
 - b) the formal criteria set out in the advertisement
 - c) applicants without completed Ph.D.s shall not normally be considered
 - d) Search committees should be guided by the spirit as well as the letter of the department's affirmative action plan as they assess the files. Although every effort should be made to ensure that candidates self-identify at the outset of the search process, the committee should be aware that candidates may self-identify at any point. Therefore, when drawing up the short list, the committee shall include in the affirmative action categories any candidate it knows to be a member of an affirmative action category but has not yet self-identified.
5. Current advice on ESDC (Employment Services Development Canada) regulations is that **while all applications can now be considered simultaneously, Search Committees are required to deem all domestic (Canadian) applicants unqualified before making an offer to a foreign national.**" [Emphasis in original]. See <http://acadjobs.info.yorku.ca/appointments/http://acadjobs.info.yorku.ca/files/2015/11/The-Search.pdf>
6. All applications must be discussed and evaluated by the search committee as a whole. The Chair should ensure that sufficient time is allowed for this in scheduling the first meeting. Affirmative Action procedures must be applied at every stage of the discussion.
7. Women, visible minorities (members of racialized groups), Aboriginal (Indigenous) people, and persons with disabilities who have not yet self-identified should not be excluded as affirmative action candidates.
8. The excellence of candidates should be assessed in relationship to their current career stage
9. Where candidates have limited teaching experience because of their age or the nature of their training (or both), the search committee may consider "promise" of excellence in teaching.
10. The search committee shall take into consideration that, on occasion, a person's research career may be interrupted for an extended period of time, and this could seriously affect her/his publication record. Such interruptions may occur because of maternity, parenting, care-giving, time spent away from academe, illness and disability, etc. If evidence exists that the candidate has successfully resumed her/his research activity, such interruptions are taken into account in evaluating academic and professional excellence.
11. The search committee should also take into account the many ways in which discriminatory practices can influence career patterns and cultural prejudices can influence evaluations of teaching and professional ability. Special care should be taken in assessing a candidate's teaching. Subtle biases may be reflected in teaching evaluations, especially in evaluations written by students. Studies of bias in teaching evaluations have suggested a number of factors, including physical appearance, accent, personal characteristics, and class size, that can have an impact on teaching evaluations. Seemingly personal characteristics may not be neutral when it comes to

evaluating teaching by candidates from the designated Affirmative Action groups. (Studies have found, for instance, that male teachers generally received significantly higher overall evaluations and assessments of their knowledge than female teachers except on questions dealing with sensitivity or student comfort).¹

12. Candidates should normally not be excluded because of overlap between their area of research and that of current faculty members if their qualifications and expertise fit the job advertisement.
13. Careful records should be kept of the reasons for eliminating every known affirmative action candidate.
14. On the basis of the completed applications, letters of reference, the advertisement and the spirit of affirmative action, the committee will draw up a short list of candidates whom it wishes to invite to York for an interview. In drawing up a short list of candidates to be interviewed, the search committee shall be governed by the above criteria, with an explicit understanding that, in most cases where candidates from designated Affirmative Action groups have met the stipulated criteria, the short list shall contain one or more candidates from designated Affirmative Action groups. Normally the short list should not include more than 4 candidates.
15. Where the search committee deems it appropriate, it may choose to establish a long list of candidates as a preliminary to the selection of the short list. The search committee may choose to arrange brief interviews with all long-listed candidates either (a) by face-to-face interviews at recognized scholarly meetings or (b) by phone, SKYPE or other electronic means. At a minimum, a majority of all voting members must participate in the interviews of long-listed candidates. Their written report will then inform the deliberations of the search committee when it meets to draw up its short list. Affirmative Action principles will be vigorously applied in this phase of the search as in all others. If the Affirmative Action representative cannot be present during long-list interviews, he/she shall designate another member of the search committee to serve as Affirmative Action representative of this part of the search.
16. The Chair of the search committee will transmit the committee's short list of candidates to the Chair of the Department.
17. Permission to interview candidates must be obtained from the Dean before any invitations are sent. This is normally the task of the Department Chair.

D) Co-ordinating Candidate's Visits

Candidates' visits are coordinated by the chair of the search committee or his/her designate. The purpose of these visits is both to allow the Department to determine whether or not it wishes to have a particular candidate as a colleague and to permit candidates to decide whether or not they wish to come to York.

1. The Chair of the search committee will normally contact the candidates by phone to inform them they are on the short list and to determine the timing of their visit, making sure they are given adequate time to prepare. The Chair of the search committee should also explain what will be required of them and determine whether candidates have any special needs, including dietary needs.
2. The Chair of the search committee should follow up the initial contact in writing, making sure that every candidate is fully informed of the expected agenda for the visit and of the kind of public talk required. They should be told that the interview will include: meetings with the Affirmative Action Representative, the Department Chair, the Graduate Programme Director as well as an interview with the search committee and a public talk for members of the department. The letter or e-mail should explain exactly the kind of talk we expect. (See Appendix V)
3. Normally the candidate should be sent copies of the calendar, supplementary calendar, the current YUFA Collective Agreement, a copy of the department's Affirmative Action Plan and other available written information about York University, the Faculty of Liberal Arts & Professional Studies and the Department of History prior to their interview.
4. Only the Dean may deal with matters of salary, sabbatical entitlement, etc. If any of these matters is expected to be at issue, the Chair of the Department should be alerted to discuss them with the Dean before or during the visit and, if necessary, arrangements should be made for the candidate to meet the Dean.
5. Necessary travel, hotel and meal arrangements are made only through the Administrative Assistant of the Department. All costs are borne by the Dean's Office, in accordance with decanal policies in force at the time. The search committee is responsible for knowing and following those policies.

¹ Susan A Basow, "Student Evaluations of College Professors: When Gender Matters," *Journal of Educational Psychology*, 87, 4, 1995, 656, 664.

6. The Affirmative Action Representative should encourage any candidates who have not done so to complete the self identification form prior to their arrival by contacting them again by e-mail.
7. The Chair of the Search Committee should ensure that all History faculty and graduate students are informed of the date and time of each candidate's public talk.

E) Interviews

The Department will seek to ensure that all candidates are made welcome and comfortable throughout the process. From the beginning and throughout, candidates will be encouraged to make known any accommodations in scheduling, facilities, equipment or other matters which would help them meet their disabilities, cultural, religious, or other needs. In an effort to ensure that candidates who are women, members of visible minorities (members of racialized groups), Aboriginal (Indigenous) people, and persons with disabilities feel both welcome and comfortable during the interview process, efforts will be made to have graduate students and faculty members from the relevant designated Affirmative Action group(s) attend the talk on the candidate's work. As well, one or more faculty members and/or graduate students who are members of the designated Affirmative Action group(s) will be invited to join the candidate for lunch or dinner.

1. The visit of each candidate should cover at least the equivalent of a full working day and should include the following:
 - a) An individual meeting with the Affirmative Action Representative who will explain the affirmative action rules, give advice and answer any questions the candidates may have. Normally this will be their first meeting.
 - b) Individual meetings with the Chair of the Department (normally the second meeting), the Director of the Graduate Programme and possibly the Director of Undergraduate studies.
 - c) An interview with the search committee
 - d) A public presentation or talk on the candidate's scholarly work following the guidelines set out in Appendix V.
 - e) Meetings may also be arranged with other interested colleagues and graduate students.
2. At the formal interview with the search committee, female and male candidates will be asked a common set of questions designed to explore each candidate's scholarship, teaching, and service.
3. Faculty and graduate student members of the Department who are not on the search committee may wish to comment upon candidates whose presentations they have heard. Only separate statements on each individual seen may be submitted to the chair of the committee, who will communicate them to the committee. These written statements shall detail which aspects of the candidate's agenda were attended and informed the member's statement. The Affirmative Action Representative may submit such statements should she/he wish.

VI Recommendation of Appointment: Substantial Equality

1. After all candidates have been interviewed, the committee shall meet promptly to decide which, if any, candidate it wishes to recommend for appointment. The Affirmative Action Representative shall attend this meeting to advise on procedures and monitor the affirmative action process. She/he shall not participate in the discussion of the merits of the candidates. The Affirmative Action Representative shall have read the complete files of and met with all interviewed candidates before this meeting.
2. The committee shall review and discuss each Canadian citizen and permanent resident and determine whether they are acceptable for the position. In reaching a decision, the committee shall take into account the requirements listed in the advertisement, the candidates' files, the written responses from members of the department, and the performances of the candidates during their visit.
3. If more than one Canadian candidate is acceptable, the committee must follow the provisions of Article 12.21 (a) of the collective agreement, which states that (a) when candidates' qualifications are substantially equal a candidate who is both female and a member of a visible minority (member of racialized group), an Aboriginal (Indigenous) person, or a person with a disability shall be recommended for appointment; (b) if there is no such candidate, then when candidates' qualifications are substantially equal a candidate who is female and is not a member of one of the other designated

Affirmative Action groups or who is male and is a member of the designated Affirmative Action group(s) shall be recommended for appointment. No candidate shall normally be disqualified on the grounds of overlap between his/her research and that of other department members.

4. Before a male candidate who is not a self identified member of a designated Affirmative Action group can be recommended for the position, sixty (60) percent of the committee, present and voting, must affirm that he is clearly superior to the highest ranking female candidate or self-identified member of other designated Affirmative Action groups. Otherwise the contractual provision of substantial equality determines that the position shall be offered to the highest ranking acceptable candidate who is a member of one or more of the designated Affirmative Action groups.
5. If no Canadian citizens or permanent residents are deemed appointable, the committee will discuss non-Canadian files following the procedures as set out in 2, 3 and 4 above.
6. In determining their recommended candidate, the search committee should duly note the language of Article 12.21, which reads as follows:

12.21 (a) (iii) In units where 40% or more of the tenure-stream faculty and librarian and archivist positions are filled by women and 25% or more of the tenure-stream faculty and librarian and archivist positions are filled by members of a visible minority (members of racialized groups) a member of another designated Affirmative Action group (a person with disabilities or an Aboriginal or Indigenous person) shall be recommended. If no member of these groups is recommended for appointment, then a candidate who is not a member of a designated Affirmative Action group will be recommended.

(b) Units with 40% or more women and 25% or more visible minorities (members of racialized groups) shall review their affirmative action plans with a view to proactively increasing the representation of faculty/ librarians and archivists who are Aboriginal (Indigenous) people and persons with disabilities using the diversity of the populations of the Canadian workforce as a guideline (from the most recent census).

There is thus a hierarchy, seen within each of the 4 scenarios below, based on whether a unit falls above or below the 40% and 25% threshold for W and VMRGs respectively. The hierarchy of whom to recommend for appointment goes from top to bottom, highest priority at the top moving down the group to another under-represented group. Please see figure below:

W < 40% and VMRG < 25%	W < 40% and VMRG > 25%	W > 40% and VMRG < 25%	W > 40% and VMRG > 25%
W and VMRG	W	VMRG	A or PD
W or VMRG*	A or PD	A or PD	Non AA
A or PD	Non AA	Non AA	
Non AA			

W=Woman, VMRG=Visible Minority (Racialized Group), A=Aboriginal, PD=Person with Disabilities
*whichever is more underrepresented

VII Reporting

1. The Chair of the search committee is responsible for compiling a draft of the letter explaining the committee's search procedures and the reasons for recommending the chosen candidate. All members of the search committee should read and give feedback on this draft either in a meeting or by e-mail before it is transmitted to the Chair of the Department.
2. The letter should detail:

- a) The rationale for the position, including when the advertisement was authorized and when the appointment is to begin;
 - b) the search and selection procedures followed, including measures taken to encourage applications from members of designated Affirmative Action groups, information as to the numbers of applications received and the numbers of applications from known members of designated Affirmative Action groups.
 - c) brief information on why each applicant from members of the designated Affirmative Action groups was not on the short list
 - d) information as to the total number of candidates short-listed and the number of short-listed candidates who are members of designated Affirmative Action groups, and;
 - e) if the recommended candidate is not a Canadian citizen or permanent resident, a statement of the reason that no applicant from the priority pool was acceptable;
 - f) the name, gender and citizenship of the recommended candidate, an assessment of her/his strength as a scholar and teacher as demonstrated in the file, interview and talk, as well as information on whether the candidate has self-identified as a member of one or more designated Affirmative Action groups.
 - g) the reasons that the recommended candidate should be appointed to the position in preference to the other short-listed candidates
 - h) similar comments on the other short listed candidates, indicating the committee's next choice should the chosen candidate turn down the offer.
3. Once this draft has been accepted by the selection committee, the Search Committee will submit its recommendation to the Departmental Executive Committee for review on behalf of the Department. If the Executive accepts the recommendation, the Chair of the Department transmits it and the supporting dossier (see 4 below) to the Dean of the Faculty of Liberal Arts & Professional Studies. The Dean is then responsible to approve the Department's recommendation and ask the Vice-President (Academic Affairs) and President for permission to make a formal offer of appointment to the candidate. Only after permission has been granted may a formal offer be made. This is done by the Dean or at the Dean's instruction. If there is need for a swift decision, the Dean must be so advised in good time.
 4. The Chair of the Search Committee is responsible for compiling and submitting to the Chair of the Department the dossier that supports the recommendation of the Department. A copy of the dossier shall be conveyed to the Affirmative Action Representative. This dossier shall contain the following:
 - a) The letter as described in 2 above and revised in response to any suggestions of the Executive.
 - b) Copies of all advertisements indicating where they were published or distributed.
 - c) The CV and letters of reference of the recommended candidate.
 - d) An assessment of the recommended candidate's scholarship prepared by an expert member of the Search Committee.
 - e) The CVs of the other short-listed candidates.
 5. Further, the Chair of the search committee will provide to the Affirmative Action Representative whatever additional information is required to write a report to the Joint Affirmative Action Committee. This report shall detail: (1) what measures were taken to encourage applications from members of designated Affirmative Action groups; (2) what measures were taken to encourage candidates to self-identify; (3) how many applications were received, how many from designated Affirmative Action groups and why no applications from members of designated Affirmative Action groups were received, if that was the case; (4) why no members of designated Affirmative Action groups were short-listed if they applied; (5) why a candidate who is a member of a designated Affirmative Action group was not recommended if one or more such candidates were short-listed.

VIII Appointment

All decisions should remain confidential until the Department's recommendation has been approved by the Administration.

1. Non-Canadian candidates must accept the formal offer of appointment before any immigration or other procedures can begin.

2. After the formal offer of appointment has been accepted, or the search has been abandoned, the Chair of the Department will write a polite letter of refusal to every unsuccessful applicant.
3. When the search has been completed or abandoned, the chair of the search committee will turn over all the committee's files to the Administrative Assistant for disposal.

IX Revisions to the plan

This plan should be revised every five years, or on any occasion when significant changes in the law, the collective agreement or administrative policy make revisions necessary. In the latter case, between the time of such changes, and the initiation of a new search, the Chair must call a departmental meeting to discuss and review these changes and make necessary modifications to the Department's plan. The Affirmative Action Representative(s) must be present at that meeting.

Search Procedures passed, History Council
11 January 1990

Search Procedures Amended, History Council
12 April 1990

Search Procedures Amended, History Council
25 September 2001

Affirmative Action Plan, Amended
November 2000

Search Procedures and Affirmative Action Plan, Merged and Amended, History Council
8 May 2003

Amended, 29 November 2004

Amended, 5 October 2011

Amended, 10 November 2011

Amended, July 2017

Approved by History Department Executive Committee
July 2017

Approved, Joint Committee on Affirmative Action,
18 November 2012

Appendix I: Male and Female Faculty Members by rank in the Department of History

	2005-06			2006-07		
	Male	Female	Total	Male	Female	Total
Department Members	28	14	42	27	15	42
	66.67%	33.33%	100%	64.29%	35.71%	100%
Full Time Equivalent (FTE's)	25.01	13.17	38.18	23.74	14.17	37.91
	65.51%	34.49%	100%	62.62%	37.38%	100%
	Male Female Total			Male Female Total		
Full Professor	16	0	16	15	0	15
	100%	0%	100%	100%	0%	100%
Assoc. Professor	9	10	19	10	10	20
	47.37%	52.63%	100%	50%	50%	100%
Assis. Professor	3	4	7	2	5	7
	42.86%	57.14%	100%	28.57%	71.43%	100%
	2007-08			2008-2009		
	Male	Female	Total	Male	Female	Total
Department Member	29	15	44	28	14	42
	65.91%	34.09%	100%	66.67%	33.33%	100%
Full-Time Equivalent (FTE's)	26.01	14.67	40.68	25.01	13.67	38.68
	63.94%	36.06%	100%	64.66%	35.34%	100%
By Rank						
Full Professor	14	0	14	14	0	14
	100%	0%	100%	100%	0%	100%
Assoc. Professor	11	11	22	11	11	22
	50%	50%	100%	50%	50%	100%
Assis. Professor	4	4	8	3	3	6
	50%	50%	100%	50%	50%	100%
	2009-2010			2010-2011		
	Male	Female	Total	Male	Female	Total
Department Members	32	16	48	32	16	48
	66.7%	33.3%	100%	66.67%	33.3%	100%
Full-Time Equivalent (FTE's)	28.67	15.2	43.87	28.67	15.2	43.87%
	65.3%	34.7%	100%	65.3%	34.7%	100%
By Rank						
Full Professor	16	0	16	16	0	16
	100%	0%	100%	100%	0%	100%
Assoc. Professor	12	14	26	12	14	26
	46.1%	53.9%	100%	46.1%	53.9%	100%
Assis. Professor	4	1	5	4	1	5
	80%	20%	100%	80%	20%	100%

	2011-2012			2012-2013		
	Male	Female	Total	Male	Female	Total
Department Members	28	16	44	29	16	45
	63.63%	36.37%	100%	64.44%	35.55%	100%
Full-Time Equivalent (FTE's)	25.14	15.34	40.48	25.93	15.27	41.20
	62.10%	37.90.7%	100%	62.93%	37.06%	100%
By Rank						
Full Professor	14	2	16	15	4	19
	87.50%	12.50%	100%	78.94%	21.05%	100%
Assoc. Professor	12	13	25	11	11	22
	48%	52%	100%	50%	50%	100%
Assis. Professor	2	1	3	3	1	4
	67%	33%	100%	75%	25%	100%

	2013-2014			2014-2015		
	Male	Female	Total	Male	Female	Total
Department Members	29	13	42	26	13	39
	69%	31%	100%	66.66%	33.33%	100%
Full-Time Equivalent (FTE's)	26.03	13	39.03	23.43	13	36.43
	66.70%	33.30%	100%	64.32%	35.68%	100%
By Rank						
Full Professor	15	4	19	13	3	16
	78.95%	21.05%	100%	81.25%	18.75%	100%
Assoc. Professor	11	9	20	11	9	20
	55%	45%	100%	55%	45%	100%
Assis. Professor	3	0	3	2	1	3
	100%	0%	100%	67%	33%	100%

	2015-2016		
	Male	Female	Total
Department Members	24	14	38
	63.16%	36.84%	100%
Full-Time Equivalent (FTE's)	22.70	14	36.70
	61.85%	38.15%	100%
By Rank			
Full Professor	13	4	17
	76.50%	23.5%	100%

Assoc. Professor	10	8	18
	55%	45%	100%

Assis. Professor	1	2	3
	33.33%	66.67%	100%

2016-2017

	Male	Female	Total
Department Members	23	14	37
	62.17%	37.83%	100%
Full-Time Equivalent (FTE's)	21.30	14	35.30
	60.34%	39.66%	100%

By Rank

Full Professor	13	4	17
	76.50%	23.5%	100%

Assoc. Professor	9	8	17
	52.94%	47.06%	100%

Assis. Professor	1	2	3
	33.33%	66.67%	100%

2017-18

	Male	Female	Total
Department Members	23	14	37
	62.16%	37.84%	100%
Full-Time Equivalent	22.1	14	36.1
	61.22%	38.78%	100%

By Rank

Full Professor	12	5	17
	75%	25%	100%

Assoc. Professor	10	7	17
	58.82%	41.18%	100%

Assis. Professor	1	2	3
	33.33%	66.67%	100%

2018-19

	Male	Female	Total
Department Members	22	15	37
	59.46%	40.54%	100%
Full-Time Equivalent	21.1	15	36.1
	58.45%	41.55%	100%

By Rank

Full Professor	11 68.75%	5 31.25%	16 100%
Assoc. Professor	10 62.5%	6 37.5%	16 100%
Assis. Professor	0 0%	3 100%	3 100%

2019-20

	Male	Female	Total
Department Members	21 60%	14 40%	35 100%
Full-Time Equivalent	20.1 58.94%	14 41.06%	34.1 100%
By Rank			
Full Professor	11 68.75%	5 31.25%	16 100%
Assoc. Professor	10 55.56%	8 44.44%	18 100%
Assis. Professor	0 0%	1 100%	1 100%

Appendix II: Male and Female Faculty Members by Field in the Department of History

	2005-2006			2006-2007		
	Male	Female	Total	Male	Female	Total
Ancient	3	0	3	3	0	3
Medieval/Early Modern	2	1	3	2	2	4
Europe						
Modern Europe	6	1	7	6	1	7
Britain	3	1	4	3	1	4
Canada	3	6	9	3	6	9
U.S.	3	1	4	3	2	5
East Asia	3	1	4	3	1	4
Africa/Islam	4	0	4	3	0	3
Latin America/ Caribbean	1	3	4	1	2	3
Total	28	14	42	27	15	42
	2007-2008			2008-2009		
	Male	Female	Total	Male	Female	Total
Ancient	5	0	5	5	0	5

Medieval/Early Modern Europe	2	2	4	2	2	4
Modern Europe	5	1	6	4	1	5
Britain	3	1	4	3	1	4
Canada	3	6	9	3	6	9
U.S.	3	2	5	3	1	4
East Asia	3	1	4	3	1	4
Africa/Islam	4	0	4	4	0	4
Latin America/Caribbean	1	2	3	1	2	3
Total	29	15	44	28	14	42

	2009-2010			2010-2011		
	Male	Female	Total	Male	Female	Total
Ancient	5	0	5	5	0	5
Medieval/Early Modern Europe	1	2	3	1	2	3
Modern Europe	5	2	7	5	2	7
Britain	5	1	6	5	1	6
Canada	4	6.5	10.5	5	6.5	11.5
US	3	1	4	3	1	4
Africa	2	0	2	2	0	2
Latin America/Caribbean	2	1.5	3.5	2	1.5	3.5
East Asia	4	2	6	3	2	5
Islamic	1	0	1	1	0	1
Total	32	16	48	32	16	48

	2011-2012			2012-2013		
	Male	Female	Total	Male	Female	Total
Ancient	4	0	4	4	0	4
Medieval/Early Modern Europe	1	2	3	1	2	3
Modern Europe	4	2	6	4	2	6
Britain	4	1	5	4	1	5
Canada	5	6.5	11.5	5	6.5	11.5
US	2	1	3	3	1	4
Africa	2	0	2	2	0	2
Latin America/Caribbean	2	1.5	3.5	2	1.5	3.5
East Asia	3	2	5	3	2	5
Islamic	1	0	1	1	0	1
Total	28	16	44	29	16	45

	2013-2014			2014-2015		
	Male	Female	Total	Male	Female	Total
Ancient	4	0	4	4	0	4
Medieval/Early Modern	1	2	3	1	3	4

Europe						
Modern Europe	4	1	5	3	1	4
Britain	4	0	4	3	0	3
Canada	6	5.5	10.5	6	4.5	10.5
US	2	1	4	2	1	3
Africa	2	0	2	2	0	2
Latin America/ Caribbean	2	1.5	3.5	2	1.5	3.5
East Asia	3	2	5	2	2	4
Islamic	1	0	1	1	0	1
Total	29	13	42	26	13	39

2015-16

	Male	Female	Total
Ancient	4	0	4
Medieval/Early Modern	1	3	4
Europe			
Modern Europe	3	1	4
Britain	2	0	2
Canada	6	5.5	11.5
US	1	1	2
Africa	2	0	2
Latin America/ Caribbean	2	1.5	3.5
East Asia	2	2	4
Islamic	1	0	1
Total	24	14	38

2016-17

	Male	Female	Total
Ancient	4	0	4
Medieval/Early Modern	1	3	4
Europe			
Modern Europe	3	1	4
Britain	2	0	2
Canada	6	5.5	11.5
US	1	1	2
Africa	2	0	2
Latin America/ Caribbean	2	1.5	3.5
East Asia	1	2	3
Islamic	1	0	1
Total	23	14	37

	2017-18		
	Male	Female	Total
Ancient	4	0	4
Medieval/Early Mod. Eur.	1	3	4
Modern Europe	3	1	4
Britain	2	0	2
Canada	6	4.5	10.5
US	1	2	3
Africa	2	0	2
Latin Am./Caribbean	2	1.5	3.5
East Asia	1	2	3
Islamic	1	0	1
Total	23	14	37

	2018-19		
	Male	Female	Total
Ancient	4	0	4
Medieval/Early Mod. Eur.	1	3	4
Modern Europe	3	1	4
Britain	1	0	1
Canada	6	5.5	11.5
US	1	2	3
Africa	2	0	2
Latin Am./Caribbean	2	1.5	3.5
East Asia	1	2	3
Islamic	1	0	1
Total	22	15	37

	2019-20		
	Male	Female	Total
Ancient	4	0	4
Medieval/Early Mod. Eur.	0	2	2
Modern Europe	3	1	4
Britain	1	0	1
Canada	6	5.5	11.5
US	1	2	3
Africa	2	0	2
Latin Am./Caribbean	2	1.5	3.5
East Asia	1	2	3
Islamic	1	0	1
Total	21	14	35

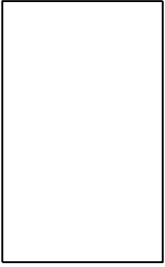
Appendix III

Using the official September 2019 data for History, the Department falls above the 40 percent threshold for Women and below the 25 percent threshold for Visible Minorities (Racialized Groups). Therefore, the department's first priority is to appoint someone who has self-identified as a member of a visible minority (racialized group). The next priority, assuming substantial equality, is a candidate from another designated AA group (a person with disabilities or an Indigenous person). Although the department is above the 40% threshold for women, departmental procedures require the search committee to be "guided by the spirit as well as the letter of the department's affirmative action plan" when assessing files.

YUFA AA DATA BY FACULTY/DEPARTMENT SEPTEMBER 2019

Faculty	Dept Name	Total	Women		Visible Minorities (Racialized)		Aboriginal (Indigenous)		Persons with Disabilities		Surveys Not Submitted	
			#	%	#	%	#	%	#	%	#	%
LAPS	LAPS - History	32.70	14.00	42.81	7.00	21.41	0.00	0.00	3.00	9.17	2.00	6.12

Appendix IV: Candidate Self-Identification Form



SELF-IDENTIFICATION FORM

York University has an Affirmative Action Program with respect to its faculty and librarian appointments. The designated groups are: women, racial/visible minorities, persons with disabilities and Aboriginal (Indigenous) peoples, and [UNIT'S NAME] welcomes applications from persons in these groups. The completion of this form is optional, but please be advised that if you are a member of one or more of these designated groups you must self-identify in order to participate in the Affirmative Action Program. We encourage you to self-identify by checking the appropriate box(es) below which may apply to you. The information provided will be used solely for the purpose of Affirmative Action hiring.

For further information about the Affirmative Action Program, please contact the Affirmative Action Office at 416-736-5713.

NAME OF CANDIDATE: _____

☐ **Woman**

☐ **Member of a Visible Minority (racialized group)**

☐ **Person with Disabilities**

☐ **Aboriginal (Indigenous) Person**

Note: The federal Employment Equity Act contains the following definitions:

1. "Visible Minorities (members of racialized groups)" means persons, other than Aboriginal (Indigenous) peoples, who are non-Caucasian in race or non-white in colour.
2. "Persons with Disabilities" means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who (a) consider themselves to be disadvantaged in employment by reason of that impairment, or (b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.
3. "Aboriginal (Indigenous) person" means persons who are Indian, Inuit, or Métis.

Appendix V: Language to be included in the letter or e-mail to candidates explaining the nature of their public research presentation.

The presentation by candidates should be approximately 45 minutes long. Candidates will be expected to answer questions from the audience for another 45 minutes. If candidates require equipment for their presentation, they should notify the chair of the search committee well ahead of the scheduled time.

The audience is mixed, normally faculty and graduate students with diverse expertise and interests. Candidates should therefore make their oral presentation intelligible enough to the generalist. In considering their presentation, candidates should try to situate their own research within a broad historiographical context and reflect on issues of sources, methodology, conceptual intricacy as well as interpretation.

Candidates should also recognize that from the departmental point of view, the talk is designed to signal their research interests and their aptitude for teaching in the lecture hall or class room.

Passed by Council, 3 April 2002

Amended by Council, 20 October 2004

Updated August 2011

Updated October 2012

Updated July 2017

Passed by History Executive Committee, July 2017

Updated by History Executive Committee, March 2020