

FAQ on Victoria University Employment Diversity Survey May 2024

Q. Why are we doing this survey?

A. We are surveying staff, faculty and librarians for the first time to understand the makeup of our workforce, including who and who isn't represented. This work is another step we are taking to fulfill our "[Belonging](#)" pillar of our [Strategic Framework](#) and their contribution will have a meaningful impact on how we achieve equity, inclusion and diversity.

Q. What kind of questions are being asked?

A. The survey asks questions about racial/ethnocultural identity, religious or spiritual affiliation, gender identity, sexual orientation, and disability.

Q. What will you do with the information?

A. It's important to have data about the makeup of our workforce, and who is or is not represented, so we can ensure we are a diverse and inclusive workplace, and we are meeting people's needs in terms of inclusion, accommodation, equity and belonging. The data will allow us to evaluate how we recruit, retain, promote and support our people, develop programs, policies, practices and processes to make us a more inclusive and welcoming workforce, and address any gaps. Our staff, faculty and librarians should be diverse and inclusive and reflect our students and our surrounding community.

Q. Who is being surveyed?

A. The survey will be sent via Survey Monkey to all active staff, faculty and librarians, including part-time and term contract employees. It does not include students, except for those who are employed by the University.

Q. Will my answers be confidential? Who will be able to see them?

A. We are conducting the survey on Survey Monkey so we won't see names, email addresses or anything else that could identify individuals. There are no questions that could be linked to your employment file.

We have defined the employment groups broadly so that we also cannot identify small departments/units or individuals within departments.

Only three people will have access to the full data: the Director, Human Resources; the Director, Equity, Inclusion and Transformative Practices; and the Senior Human Resources Consultant.

The information we share with you and others will be aggregated data.

Q. Will I be expected to complete the survey on my own time?

A. No, your manager will work with you to find time for you to do it during your regularly scheduled work hours.

Q. I don't have access to a computer at work. How can I fill out the survey?

A. Inform your manager of your need to access a computer to complete the survey. Your manager will support you with gaining access to a computer at work for this purpose.

Q. Is the survey mandatory? What happens if I don't complete it?

A. No, but the quality of the data is only as good as what is contributed. The more people who complete the survey, the stronger the data will be and the more accurate picture we have of who is and isn't represented in our workforce. You do have the option to opt out of individual questions.

Q. Who do I contact if I have questions or concerns about the survey?

A. You can send an email in confidence to vic.hr@utoronto.ca.