DEAP Tool FAQ's

Why should my unit complete the DEAP tool?

The DEAP tool has been designed to assist units in better understanding their environment and climate relating to equity, diversity, and inclusion, and is responsive to the needs of each University unit.

I can't log into the DEAP tool, why?

Access to the DEAP tool is provided after a DEAP demo has been delivered with the Employment Equity Manager within the Office of Human Rights, Equity, and Accessibility (OHREA). Once you have been provided access, you can log into the DEAP tool using your single user sign-on (UWinID and password). To schedule a DEAP tool demo please contact OHREA at ohrea@uwindsor.ca.

Why is access to the DEAP tool restricted?

Access to the DEAP tool is restricted because one section of the tool provides an "Equity Profile" for your unit. This profile contains confidential information related to employee staff and faculty self-identification within the designated groups (i.e. women, racialized people/visible minorities, Indigenous/Aboriginal peoples and persons with disabilities). Access to the tool is restricted to assist in security control.

I don't know all of the answers to the self-assessment questions, what do I do?

While access to the DEAP tool is restricted to authorized individual(s) from each unit, the expectation is that the tool will stimulate conversations among colleagues. The DEAP tool is most effective when it is filled out collaboratively by a unit.

Do I have to complete the DEAP tool all at once?

No. You can log in and out of the DEAP as much as needed. Once in the DEAP tool, information that is entered by the user is saved by clicking the "next" button. Thus, as long as you have clicked the "next" button in the self-assessment portion of the tool, the information that has been entered is saved. It is important to note that previously saved responses may be edited within the tool.

How long will it take for me to complete the DEAP tool?

There is no standard answer to this question. The DEAP tool has been designed to be user friendly, and therefore completing the DEAP tool will be a manageable and time effective process based on the unit's dedication to the tool.

Once I have completed the DEAP tool who has access to my responses?

The information entered into the tool is visible only to the following individuals: authorized user(s) of the unit and appropriate staff from OHREA. OHREA will only share information in aggregate format and will not include identifying information.

Am I required to set goals for the indicators that are marked as requiring the most improvement?

No. DEAP is designed to be a self-assessment tool. It is entirely up to each unit to choose the indicator(s) for which they would like to set goal(s). The tool is designed to let the unit set goal(s) in relation to any of the twelve indicators of inclusion.

How many goals am I required to set in the DEAP tool?

The unit is required to set at least one goal within the DEAP tool. Beyond this one mandatory goal, the unit can set as many or as few goals as they wish. There is no expectation that units will set goals within all twelve of the indicators each year.

How often am I expected to complete the DEAP tool?

The DEAP tool is designed around a twelve-month cycle. After submitting the unit's goal(s), the unit will have twelve months to work towards achieving its goal(s). At the six-month mark, the unit will receive a message indicating that they are halfway through the DEAP tool cycle. At the end of the twelve months, the unit will be asked to complete a progress report on your goal(s) from the previous year.

Can I set long-term goals in the DEAP tool?

Yes. Although the tool is designed around a twelve-month cycle, flexibility has been built into the tool so the unit can set short, medium and/or long term goals. If the unit wishes to set a goal for a period longer than twelve months, simply enter the same goal for multiple years. There is no restriction on the number of times a goal can be entered. The unit can also indicate the duration of the goal term within the notes section provided in the tool.

What happens to my progress report once it has been completed?

Once the unit have completed the DEAP progress report a copy will be sent to OHREA and to the unit's authorized user UWindsor email account. Responses to the progress reports, received by OHREA, will be collected and collated in an effort to identify areas of success and areas where goal achievement barriers, may or continue to exist.

What is OHREA's involvement in the DEAP tool process?

Throughout the DEAP tool cycle, OHREA is here to provide support. OHREA is the contact for technical questions related to the tool. In addition, OHREA can provide ongoing assistance and resources throughout the year cycle related to the implementation and execution of DEAP goal(s). Please do not hesitate to contact OHREA with questions related to the DEAP tool. Contact email is ohrea@uwindsor.ca.