

Training Package

Unconscious Bias Awards Selection Committee

Welcome to the Awards Selections Committee Training on Unconscious Bias, a training resource for individuals who are taking part in adjudicating Undergraduate and Graduate scholarships, bursaries, and awards.



Introduction

What is the Unconscious Bias Awards Selection Committee Training?

The **Unconscious Bias Awards Selection Committee Training** is an action item from McMasters Senate Policy on Accessibility for Ontarians with Disability Act (AODA) and the Towards Inclusive Excellence EDI Plan, McMasters equity, diversity, inclusion and accessibility (EDIA) strategy, requiring those who are a part of a Awards selection committee to undergo training to ensure bias-free adjudication.

Who should complete the training?

You have been asked to take this training because you:

- A) Have not received employment Equity Facilitators Training, Inclusive Excellence People Managers Training or Unconscious Bias Training provided by Human Resources at McMaster, within the last 3 years, or,
- B) Have not received Unconscious Bias training from the Equity and Inclusion Office at McMaster within the last three years.

Training format

This training consists of **an approx.1-hour video and a brief Quiz.**

It will include samples of the rubrics, questions, and guidelines that you are required to assess in Award Spring, to ground the conversation in relevant responsibilities that you are asked to engage in. The training also has reflection questions which we will encourage you to pause and think through, hoping that these moments of reflection can assist in knowledge mobilization around how unconscious bias occurs within the awarding process. At the end of the training there is a brief 5 question quiz that must be completed, to have successfully finished this training module.

Learning outcomes:

Upon completion, you will be able to:

- Describe and recognize unconscious bias and understand its impact on behaviors, decision-making, and leadership in an adjudication space.
- Identify pathways to bias and develop skills, knowledge, and mitigation strategies to reduce levels of unconscious bias through your role and responsibilities on an Awards Selection Committee.
- Engage in reflective thinking and dialogue on the implications of unconscious bias in light of McMaster's EDIA strategy/framework and in line with AODA guidelines.
- Apply practical knowledge and tools for building diverse and inclusive review practices.



How to access the training

Please follow the instructions below on how to access and successfully complete the training, depending on whether you are an internal or external reviewer to McMaster.

^ For internal reviewers

1. Find the training

McMaster staff and faculty members with active MacID are asked to complete the training video and quiz on [Avenue to Learn](#):

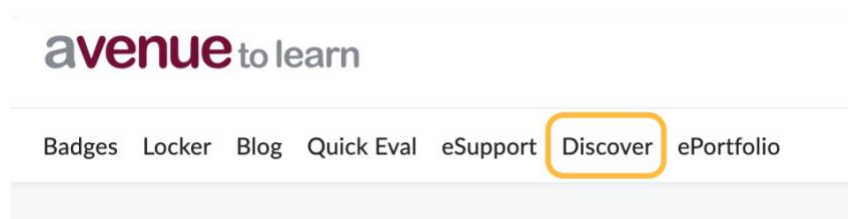
- Log into Avenue to Learn with your MacID and usual password.
- Navigate to “Discover” button, at the top menu.
- Use the search bar on “Discover” page to find the “Awards Committee Unconscious Bias Training”

2. Activate it

After selecting this training, use the blue “Enroll in Course” button to activate it. Please allow up to one business day for the module to appear on your Avenue to Learn homepage. Once it's available, you can begin the course and work through the content and quiz at your own pace.

3. Complete it

As a final step after completing the course and quiz, please **email your Financial Support (formerly Aid and Awards) officer or administrator to confirm completion**. We will verify this either by the screenshot of your quiz completion included in your email or by checking your MacID in the class list on [Avenue to Learn](#).



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1-7 of 7 for "aid"

[Aids and Awards Committee Unconscious Bias Training](#)

Discover

Aids and Awards Committee Unconscious Bias Training

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Overview

▶ Training Video

1/1 Completed

Additional Resources

Information on Drop In Q&A

▶ Supplementary Documents

3/3 Completed

▼ Quiz Completion

1/1 Completed

📋 Aids and Awards Unconscious Bias Quiz

🕒 Attempted



Aids and Awards Unconscious Bias Quiz

Quiz • Required

Overall Grade:

100 %

[Go to: Feedback](#)

Activity Content

My Work

Overall Feedback

[Full Evaluation](#)

Overall Grade: 100 %

(Highest Attempt)

Attempt 2

^ For external reviewers

If you are an external reviewer or do not have a McMaster email or login, you are required to complete the Unconscious Bias in Awards training video.

After viewing the video, you will need to complete a form that includes a brief embedded quiz. This form will be sent to you by your Financial Support (formerly Aid and Awards) officer or administrator. Submitting the completed form will serve as confirmation that you have successfully viewed and completed the training.

Complete the training video

Additional resources

This is a brief list of resources, should you wish to carry the conversation forward, to learn a bit more about unconscious bias.

These resources are NOT mandatory for you to engage with, but we strongly encourage you to browse.



Website: AODA McMaster



Training: McMaster Employment Equity Facilitators



Guide: Unconscious bias in graduate admissions and scholarship adjudication



Website: McMaster Equity and Inclusion Office



Video: Understanding unconscious bias



Article: Overcoming bias in scholarship distribution