Transgender Media Lab
Anti-Racist Accountability Report

January 2022–August 2023

Version 1.2. Last updated June 1, 2024.

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Summary of version changes

v1.0 First publication of this report on our website in December 2023.

v1.1 Adjusted formatting for PDF export. Directed link to previous report to TMP website. Changed all spellings of "color" to "colour." February 24, 2024.

v1.2 Name updates. June 1, 2024.

To view previous editions of this report, visit the [Transgender Media Portal Policies](#) page.

This report was written on the unceded and unsurrendered territory of the Algonquin Nation and on Treaty 4 lands—the territories of the nêhiyawak, Anihšināpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation. Settler colonialism is a structure that builds a nation over existing Indigenous societies through the elimination of Indigenous peoples and social structures. In the Canadian context, this has expressed itself in the form of cultural genocide, including the forcible removal of Indigenous peoples from their lands and exploitation of the land as a resource.

Universities have long contributed to colonial harms, including:
● stealing Indigenous lands and resources
● treating colonized and enslaved people as things
● pathologizing trans and Two Spirit lives and bodies
● maintaining Western colonial and sexist concepts of gender and sexuality

Colonialist research has often denied Indigenous peoples sovereignty and the right to make their own decisions. We strive to break this pattern. We aim to uphold the ways Indigenous artists, communities, and nations continue to define themselves and their rights.

Being on Anishinaabe Aki or Algonquin territory comes with responsibilities. Throughout our work, we strive to understand the obligations this creates for us here and now. We must take individual and collective action to honour our obligations and move forward in a good way.

We want to uplift Indigenous-led initiatives on unceded Algonquin territory. The Assembly of Seven Generations (A7G) is an amazing organization. They are an Indigenous-owned and youth-led non-profit focused on cultural support. They run empowerment programs for Indigenous youth. Their programs center traditional knowledge and Elder guidance. Visit their social enterprise shop, Adaawewigamig, in the Byward Market in downtown Ottawa, or check out their current initiatives, and donate here.

Chi miigwech.

Introduction

In this report, we offer a status report on the goals that we set in 2020 in response to a Transgender Media Portal (TMP) usability test, particularly the recommendation to "Incorporate more BIPOC leadership at all levels of the project." We also describe the strategies we are implementing to continue meeting these goals. As with the lab's other policy documents, this is a living document and thus committed to constant renewal and recommitment. It offers a momentary snapshot of an ongoing and dynamic process. The work of addressing systemic structural barriers is an obligation that we prioritize throughout all of our activities.

Although this accountability report came about in response to a specific recommendation about increasing BIPOC[1] (Black, Indigenous, and people of colour) leadership, we also report here on other usability test recommendations that are related to anti-racism and anti-colonialism and that will help ensure the TMP is accountable to and meets the needs of BIPOC, disability+, and trans+ communities.

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[1] We define BIPOC as a political coalitional term inclusive of a wide range of Black and Indigenous people and people of colour, including (but not limited to) Afro-Indigenous, Afro-Latinx, Latinx, Asian/Asian-Canadian/Asian-American, and Pacific Islander.

Usability Report Anti-Racist Recommendations

Below is an audit of the TMP's actions to achieve the recommendations from the 2020 usability test, as well as new recommendations from the 2021–2022 Accountability Report on the [Transgender Media Portal Policies page](#).

Total	✓ Completed	— In progress	⏱ Not yet started	X Decided against
27	11	10	4[2]	2

1. Recommendation: Incorporate more BIPOC leadership at all levels of the project[3]

The TMP team came up with 13 action items to address this recommendation. In this section, we conduct an audit of the project's progress on these 13 action items during 2022-2023, as well as new action items that came out of last year's accountability report.

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[2] We have yet to start on four actions that we committed to not because we have not devoted time to taking them seriously but rather because the project is not yet at the stage of starting them.

[3] This is recommendation 6.4 in Kit Chokly et al., "Usability Test Report 2020," 2020, http://dx.doi.org/10.17613/6c36-jn33, 25.

Action Item	Where We're At
1.1. All positions to be publicly advertised with job ads stating that BIPOC trans candidates are especially encouraged to apply. ✓ Completed ⌄	The job ad for the Front End Developer & Analyst position (posted in January 2022) included the following statement: > The Transgender Media Lab is committed to principles of equality and social justice. We especially encourage trans, queer, Black, and Indigenous candidates and candidates of colour to apply. Fellows will be expected to agree to a statement of values and abide by a code of conduct to ensure a safe, supportive working environment for all lab members and guests. The job ad for the CSS Expert (posted in March 2023) included the following statement: > Trans, Black, Indigenous, racialized, POC (people of colour), disabled, Deaf, neurodivergent, and queer candidates especially encouraged to apply.

1.2. BIPOC trans candidates be prioritized in hiring.

✓ **Completed** ˅

Between January 2022 and May 2023, the TML posted two RAships:

- Front End Developer and Analyst
- CSS Expert (for Summer 2023)

In total, three people were hired.

Front End Developer

There were two BIPOC trans applicants for the Front End Developer and Analyst position. We interviewed one BIPOC trans applicant, one White trans applicant, and one trans applicant (no race/ethnicity disclosed). In the end, we decided to split the position into two and hired one transmasculine Filipinx candidate and one White transmasc nonbinary neurodivergent candidate.

CSS Expert

For the CSS Expert position, of the 25 applicants, there were three BIPOC trans applicants and three trans applicants with no race ethnicity disclosed. We interviewed all three BIPOC trans applicants as well as the three trans applicants who did not disclose race/ethnicity. In the end, we hired one Bangladeshi neurodivergent trans woman.

TRANSGENDER MEDIA PORTAL

Action Item	Where We're At
	Refer to Appendix A for a breakdown of the demographic data gathered for the candidates who applied to both positions.
1.2.1. Develop a more clearly defined protocol for how the TML prioritizes candidates in hiring. ✓ Completed ˅	We drafted the TML Hiring Protocol (refer to Appendix B), which outlines steps for prioritizing trans, Black, Indigenous, racialized, POC, disabled, Deaf, neurodivergent, and queer candidates. We put this protocol into action in April 2023 during the hiring process for the CSS Expert position.

Action Item	Where We're At

1.2.2. Decide whether or not to prioritize additional identities (e.g. trans) in the hiring process when there are no BIPOC trans candidates.
 	
✓ Completed ˅
	Our new TML Hiring Protocol states:
	
	● BIPOC trans candidates have first priority. If they have the skills and experience required for the job, they automatically get an interview. (If they are BIPOC and trans but do not have the correct skillset, they will not be interviewed.)
	● For the other candidates, we take into account the following:
	   ○ If they have strong skills and experience that are listed in the job ad
	   ○ If they belong to priority groups: BIPOC, trans, queer, disabled, Deaf, or neurodivergent candidates. Overall, the project is a transgender portal, so trans identity and experience working with trans arts communities is the second highest priority after BIPOC trans candidates. We particularly prioritize people affected by transmisogyny.

Action Item	Where We're At
1.2.3. Ask all applicants to fill out a short demographic survey so that our accountability data will be more accurate. This survey will take the variability and fluidity of identity into account. X Decided against ⌄	**DECIDED AGAINST:** Since our TMP job postings encourage Trans, Black, Indigenous, racialized, people of colour, disabled, Deaf, neurodivergent, and queer candidates to apply, we decided not to ask candidates to fill out a demographic survey, as we do not want to pressure anyone to disclose their identity if they would prefer not to. Team members reflected that they would feel uncomfortable filling out this type of survey when applying for a job.We will remove this action item from future reports.
1.2.4. As BIPOC trans students at Carleton appear to be mostly undergraduates, we recommend finding ways for them to be involved in the project beyond RAships, such as a seat on the Community Advisory Board. ✓ Completed ⌄	In October 2022, we circulated a [call for BIPOC trans undergraduate students to apply to our Community Advisory Board](). The successful applicant is a trans mestizo first-year undergraduate student at the University of Ottawa.
1.2.5. Apply graduate hiring recommendations to undergraduates as well. ✓ Completed ⌄	The new TML Hiring Protocol applies to graduate, undergraduate, and non-student applicants. This protocol can be viewed on our [Policies page]() in the TMP Handbook.

Action Item	Where We're At
1.3. There always be at least one Black and at least one Indigenous member of the project Advisory Board. ✓ Completed ⌄	Since the Advisory Board was established in June 2017, there has always been one Black and one Indigenous board member. In the 2020 Usability Test Report, the TMP committed to ensuring the Advisory Board has a majority (>50%) BIPOC membership and we have enacted this since then. Four of the six current advisory board members (67%) are trans BIPOC.
1.4. Ensure that at least half (50%) of test users in the project's usability tests with trans filmmakers are BIPOC and that such usability tests have at least one Indigenous user and one disabled user, and that all test users be trans or Two Spirit. ⏱ Not yet started ⌄	Between January 2022 and May 2023, the TMP did not hold any usability tests. We are planning to do usability testing in 2024.
1.5. BIPOC trans+ filmmakers be prioritized on the website. — In progress ⌄	The new design of the TMP website 2.0. (to be launched in 2024) features a homepage with a large hero image that will showcase films made by BIPOC trans+ artists. Refer to Appendix C for a progress report on our efforts to decentre Whiteness on the HTML TMP 2.0 website and prioritize BIPOC trans+ filmmakers on the website.

Action Item	Where We're At
1.5.1. Complete first round of website revisions in Spring 2022. — In progress ⌄	Instead of making changes to the current Drupal TMP website, we decided to implement the website revisions to the mock ups for the HTML-based TMP 2.0 site, since Drupal is difficult to modify. For the most part, changes in web content (adding text to pages, etc.) have been completed. Refer to Appendix C for a progress report.
1.5.2. Incorporate structural changes and aesthetic commitment to anti-racism into HTML website design. — In progress ⌄	Design changes and modifications to the site architecture are currently being implemented as we build out the new TMP 2.0. Refer to Appendix C for a progress report.
1.5.3. Include questions about whiteness and anti-racism in the next round of usability tests/community consultations. — In progress ⌄	Between January 2022 and May 2023, the TMP did not hold any usability tests. However, members of the Indigenous Community Relations working group have been meeting with Carleton staff and faculty with expertise in Indigenous education and research and/or Two Spirit research and initiatives. We have asked for guidance on issues including: whether to use the term Two Spirit and how to define it; how to create space for Indigenous trans people to self-identify using their own language and non-Western concepts; how to navigate global Indigenous identities without racializing Indigeneity; and what protocols to draw on when we're not sure about someone's Indigenous identity for inclusion in our Two Spirit or Indigenous trans filmmakers listings.

Action Item	Where We're At
1.6. Ensure that the Community Advisory Board has a majority (>50%) BIPOC membership. ✓ Completed ▾	Between January 2022 and May 2023, the Community Advisory Board had a majority (>50%) BIPOC membership.
1.6.1. Ensure that the Technical Advisory Board prioritize trans and BIPOC members and create a protocol articulating how the project will prioritize BIPOC trans members for the Technical Advisory Board. ⏱ Not yet started ▾	We have not created a Technical Advisory Board and it's not clear yet whether we need to. If we do decide to create this board, we will create a protocol articulating how the project will prioritize BIPOC trans members for the Technical Advisory Board.
1.7. Ensure future project director maintains and expands project's commitment to centring BIPOC trans filmmakers and commits to hiring and mentoring more BIPOC trans workers in their own organization and to creating an anti-racist work environment. ⏱ Not yet started ▾	The TMP has not yet reached the point of handing off the project.
1.8. Prioritize BIPOC-run software development companies and developers when grants allow us to hire professional support. ⏱ Not yet started ▾	The TMP did not need to hire a software development company or developer in 2022-2023.

Action Item	Where We're At
1.9. Specifically seek out BIPOC communities when recruiting new students to Carleton for Research Assistantships by sending the ad to relevant organizations, including the Black Studies Association of Canada, the Native American Art Studies Association (NAASA), and the Native American Indigenous Studies Association (NAISA); BIPOC leaders and community organizations in Ottawa, Toronto and Montreal; relevant departments at historically Black Colleges and Universities (HBCUs); and asking members of the Advisory Board to share it with their networks. ✓ Completed ˅	We sent the two job postings to these organizations, excluding NAISA and HBCUs. As mentioned in the 2021-22 anti-racist accountability report, the "cold call" emails to faculty and administrators at relevant departments at HBCUs did not yield any responses (with the exception of AADHUM at University of Maryland, College Park), so we decided not to continue sending uninvited emails to them or to send similar emails to tribal colleges. We will remove "relevant departments at historically Black Colleges and Universities" from this action for next year's report.
1.10. Make additional efforts to share job ads with existing BIPOC trans students at Carleton, University of Ottawa, and Algonquin College by circulating ads to the Black Student Alliance at Carleton, African Students' Association of Carleton, Centre for Indigenous Initiatives, Ojigkwanong and Mawandoseg Centre and through word-of-mouth. ✓ Completed ˅	We sent the two job postings to these organizations.

Action Item	Where We're At
1.11. Apply for new grants that allow the project to hire people who are not current university students, thus widening the pool of potential BIPOC trans candidates. — In progress ˅	The TMP did not apply for any new grants between January 2022 and May 2023. However, the TMP's Insight grant does allow the project to hire people who are not current university students. Between January 2022 and May 2023, we hired one non-student and two recent graduates. Further, in an effort to widen the pool of potential BIPOC trans candidates, the TMP has opened all of its positions to university students at institutions beyond Carleton and the University of Ottawa. For example, the job ad for the Front End Developer & Analyst position (posted in January 2022) explicitly stated that "students who will be enrolled in any graduate program in Canada and the United States in Fall 2022 are also eligible to apply" and that "students not based in Ottawa can work remotely." For this position, which was split into two, we hired one PhD student enrolled in a joint program at Toronto Metropolitan University and York University (Toronto) and one person who is not currently a university student and lives in Victoria. Other RAs who are not based in Ottawa include a PhD Fellow who lives in Regina, the Contributor Experience Designer who lives in Montreal, and an MA Fellow who lives in the United States.

1.12. Connect to Algonquin Anishinaabe community leadership in the territory where Carleton University is located.

— In progress ·

Members of the Indigenous Community Relations working group have been meeting with Carleton staff and faculty with expertise in Indigenous education and research, and/or Two Spirit research and initiatives. This working group is also starting to build relationships and meet with arts administrators working with Indigenous and/or Two Spirit organizations and festivals (the Asinabka Indigenous Film Festival, Kin Theory, ImagiNative Film + Media Arts Festival, Wapakoni Mobile, Assembly of Seven Generations) to discuss potential collaborative initiatives with the TMP. Some of these initiatives could include using our tool to promote the work of Two Spirit filmmakers, sharing festival programs with us to increase the number of Two Spirit filmmakers in the TMP, and guest curating a program of Two Spirit films. From these meetings, we are also interested in learning how the TMP tool could best meet the needs of Indigenous and Two Spirit artists and implementing those aspects and features wherever possible.

Since engaging in these consultations, we have:

- revised the TML land acknowledgment to tailor it to our project, explicitly name colonial violences, discuss how we are enacting our anti-colonial obligations, and encourage people to take action;

Action Item	Where We're At
	• created an Indigenous initiatives webpage (to be published in 2024), which will include information on local Algonquin communities and organizations, Land Back and MMIWG2S actions to support, and a showcase of Two Spirit and Indigenous trans art + film projects; • started discussions with with Carleton's Algonquin Liaison Officer about translating our Land Acknowledgement into Algonquin and working with language carriers to learn about traditional Algonquin genders; • started working on a written explanation of how we are using the term Two Spirit in the TMP.
1.13. Post a yearly report on the website assessing our status in relation to these goals. ✓ Completed ⌄	We are posting this accountability report on the TMP website in July 2023.

2. Further Usability Report Recommendations Related to Anti-Racism

Although the intention of the yearly accountability report was to track the TMP's progress on incorporating more BIPOC leadership at all levels of the project, we consider the following usability test recommendations to be additionally related to anti-racism and thus have conducted an audit on the TMP's actions to achieve the following recommendations as well.

Action Item & Status	Where We're At
2.1. Rewrite language on the public website and in the pilot database to be more accessible — In progress ▾	Included in all new content for the website; however, existing content has not been revised (e.g. Bibliographies, Teaching, and Sister Pages).
2.2. Add a living glossary to the website X Decided against ▾	DECIDED AGAINST: We have decided not to add a living glossary to the website as it is beyond the project's scope and capacity to maintain. Instead, we will define the terms we use in our documentation and on various web pages, e.g. the FAQ page. Additionally, we've found that the hover tool-tip idea for definitions is not accessible for people with screen readers and is difficult to use on mobile. Therefore, we are including links next to words that require additional explanation or definition. These links will direct users to the appropriate section of the documentation. We will also be including links to the documentation in the menu and on every page within the portal (search/browse and nodes). These changes are included in the mock-ups for the HTML TMP 2.0 site. We recommend removing this action item for next year's report.

Action Item & Status	Where We're At
2.3. Rearrange the layout of the homepage ✓ Completed ⌄	This has been implemented for the HTML TMP 2.0 website, which will be launched in 2024.
2.4. Add photos to the BIPOC Trans+ Filmmakers page — In progress ⌄	The BIPOC trans+ filmmakers page will link directly to search results that include all BIPOC trans+ filmmakers in the portal. Once the tool is built, images from the search results will appear on the page. We are currently working on images ethics protocols for including filmmakers' photos in the portal.
2.5. Be transparent about the project's limitations — In progress ⌄	We are in the process of drafting a statement about the project's limitations.

3. Additional Anti-Racist Lab Activities

In addition to these commitments that came out of the 2020 usability tests, as well as the actions listed in the 2021-22 TMP Accountability Report, we have undertaken several additional anti-racist actions this year:

- Three lab members, including two members of the Operations Team, took the Anti-Oppression Resource and Training Alliance's (AORTA) "Facilitate for Freedom Fundamentals Training."
- Lab members participated in trainings and consultations with:
    - Blind and low-vision digital and arts experts, such as Quiplash, Cynthia Bennett, and Morgan Klaus Scheuerman
    - Trans digital safety expert Maëlys McArdle
- The team developed strategies for targeted research on priority groups and set goals so that we can add more trans+ filmmakers to the database who are Black, Indigenous, POC, intersex, and disability+.

Conclusion & Key Learnings

The main new things we did this year were: creating the Hiring Protocol, implementing anti-racist and accessible design as we prepare to launch the portal this summer, conducting consultations with Indigenous community members, and running two job searches, for which we ended up hiring three people–two BIPOC trans and one white trans.

Since the *Transgender Media Portal Usability Test Report 2020* was published in June 2020, the number of team members in the TML has increased from 5 to 13, with the number of BIPOC[4] RAs going from 0 to 5 (38%), including 4 BIPOC trans RAs (31%). Four of the 13 team members are White trans (31%), and 4 are White cisgender (31%). Put differently, 62% of the TML team is White and 62% are trans. Four team members (31%) are disability+ (people with physical impairments, people who are sick or chronically ill, people with mental health disabilities, etc.).

Further, since 2022, the TML Operations Team (formerly the Leadership Team) has increased from 4 to 6, with the number of trans members going from 1 to 3 and the number of BIPOC members going from 0 to 1. However, 5 of the 6 Operations Team members (83%) are White. Three are cis and three are trans (50%).

Creating a yearly accountability report has been an important exercise as it requires that our team be honest about whether we have taken concrete actions toward meeting our goals and that we reflect on whether these actions are effective or fall short. If they fall short, we are prompted to think of and commit to other or additional actions to ensure that we achieve our goal of increasing BIPOC leadership at all levels of the project.

Although we have hired more BIPOC trans team members, we continue to grapple with microaggressions, systemic racism, and other ways in which our team upholds the ongoing legacy of colonization and White supremacy. Although we acknowledged in last year's accountability report that we "cannot ask individuals to stand in for entire communities," our midyear survey revealed that we have sometimes participated in the dynamic of asking BIPOC team members with lived experience to speak on behalf of a community. To address this issue we are: in an all-team meeting, recognizing this dynamic, commiting to preventing it, and brainstorming things we could do to provide support for BIPOC members of the

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[4] One team member identifies as "mixed race" – half Japanese/half White.

team (such as, for example, starting a #BIPOC-only channel in Slack), updating the handbook with a new protocol recognizing this dynamic and committing to preventing it; acknowledging this issue here; conducting consultations with Black artists, scholars, and community leaders to get varied feedback from the community; and prioritizing BIPOC trans+ testers in the usability tests so that we get feedback from a variety of people from BIPOC communities.

Lastly, we recognize that our Operations Team is still majority White and 50% cis and that the reason the number of BIPOC trans members increased on the Operations Team is because we increased the size of the team as opposed to having a White cis person or two leave the Operations Team. Thus, we commit to developing an explicit strategy that addresses this concern.

Based on the findings of this year's accountability report and our key learnings, we recommend the following action plan for 2023–2024:

1. Continue all in-progress actions (above and in [Appendix C](#)).

2. Remove the action items that we have decided against.

3. Add the following as new recommendations to next year's report:

    ➔ Create a new protocol that outlines steps that non-BIPOC team members can take to avoid asking BIPOC team members with lived experience to speak on behalf of a community.

    ➔ Create initiatives that support BIPOC team members

    ➔ Develop a strategy to increase the percentage of BIPOC trans team members on the Operations Team and to move one or more White cis team members off the team.

4. Post an updated accountability report in July 2024.

Appendix A.

2022–2023 RA Positions

Between January 2022 and May 2023, the TML posted two RAships:

- Front End Developer and Analyst (starting Summer 2022)
- CSS Expert (for Summer 2023)

In total, three people were hired, as we decided after the interview process to split the Front End Developer and Analyst position and hire two people: one Front End Developer and one Data Analyst. Below is a breakdown of the demographics of applicants, interviewees, and successful candidates for each position.

All of the data about applicants are based on self-identification in the applicants' cover letters. In the job posting for the Front End Developer and Analyst, we invited trans, queer, Black, and Indigenous candidates and candidates of colour to self-identify in their cover letter. In the job posting for the CSS Expert, we encouraged trans, Black, Indigenous, racialized, POC (people of colour), disabled, Deaf, neurodivergent, and queer candidates to apply.

The data on people hired are from a survey we developed to simultaneously capture data for this accountability report and test drive identity categories for the TMP. We acknowledge that describing identity through limited, pre-existing categories asks us to account for our persons in limiting language and concepts, and in ways that risk reproducing the kinds of data gathering that have historically been used as mechanisms of oppression. Both the survey and this accountability report are intended to be transparent and "living" documents. As such, we welcome feedback as we continually work to improve how we enact our core values and commitments.

RA Positions	Total	BIPOC Trans+	White Trans+	no race/ethnicity disclosed Trans+	no gender modality disclosed BIPOC	Did not disclose identity
Front End Developer and Analyst (2 positions)						
Applications received	6	2	1	1	0	2
Applicants interviewed	3	1	1	1	0	0
Job offers made	2	1	1	0	0	0
Offers accepted	**2**	**1**	**1**	**0**	**0**	**0**
CSS Expert (1 position)						
Applications received	25	3	0	3	8	11
Applicants interviewed	6	3	0	3	0	0
Job offers made	1	1	0	0	0	0
Offers accepted	**1**	**1**	**0**	**0**	**0**	0

Summary of this data

There were two BIPOC trans applicants for the Front End Developer and Analyst position. We interviewed one BIPOC trans applicant, one White trans applicant, and one trans applicant (no race/ethnicity disclosed). In the end, we decided to split the position into two and hired one transmasculine Filipinx candidate and one White transmasc nonbinary neurodivergent candidate.

For the CSS Expert position, of the 25 applicants, there were three BIPOC trans applicants and three trans applicants with no race/ethnicity disclosed. We interviewed all three BIPOC trans applicants as well as the three trans applicants who did not disclose race/ethnicity. In the end, we hired one Bangladeshi neurodivergent trans woman.

Appendix B.

TML Hiring Protocol

Written by Kate Higginson, Jada Gannon-Day, Mel Racho, Evie Johnny Ruddy, Orvis Starkweather, and Laura Horak

In February 2020, the Transgender Media Portal team held a series of usability tests and consultations. One of the recommendations that came out of these consultations was to "incorporate more BIPOC leadership at all levels of the project." The TMP team then came up with 13 specific steps to implement this goal, including posting a yearly report assessing our progress toward these goals. In our 2021 Accountability Report, viewable on the TMP Policies page, we committed to developing a more clearly defined protocol for how the TML prioritizes candidates in hiring. This is that protocol. Like our other protocols, it is intended to be a living document that evolves over time in order to put our lab's values into action. While the original recommendation focused on BIPOC leadership, we have expanded that to include disabled, Deaf, and neurodivergent candidates as part of our commitment to disability justice. We first put this protocol into action in April 2022.

How we prioritize trans, Black, Indigenous, racialized, POC (people of colour), disabled, Deaf, neurodivergent, and queer candidates:

1. Advertising

- We include a statement in the job ad explaining that we particularly encourage trans, Black, Indigenous, racialized, POC (people of colour), disabled, Deaf, neurodivergent, and queer candidates candidates to apply. We ask candidates to self-identify in their cover letter so we can identify candidates who belong to priority groups.
- We include the following statement in the job ad: "The Transgender Media Lab provides accommodation during all parts of the hiring process to applicants with disabilities. If contacted to proceed to the selection process, please

advise us if you require any accommodation. Accessible formats and communication supports are available upon request."
- We send the job ad to trans, Black, Indigenous, racialized, POC (people of colour), disabled, Deaf, neurodivergent, and queer organizations and student groups.

2. Creating the short list

- In the spreadsheet where we list all the applications received, we note any candidates that have self-identified as trans, Black, Indigenous, racialized, POC (people of colour), disabled, Deaf, neurodivergent, and queer.
- BIPOC trans candidates have first priority. If they have the skills and experience required for the job, they automatically get an interview. (If they are BIPOC and trans but do not have the correct skillset, they will not be interviewed.)
- For the other candidates, we take into account the following:
  - If they have strong skills and experience that are listed in the job ad
  - If they belong to priority groups: BIPOC, trans, queer, disabled, Deaf, or neurodivergent candidates. Overall, the project is a transgender portal, so trans identity and experience working with trans arts communities is the second highest priority after BIPOC trans candidates. We particularly prioritize people affected by transmisogyny.
- Foreign qualifications outside of Western Europe, the US, and Canada are often undervalued and unrecognized in the Euro-Western world. We will take the time to research and interact with these qualifications, rather than building a standard around Euro-Western qualifications alone.
- We recognize community work, non-traditional or casual employment, relevant hobbies, self-taught, and unwaged work as legitimate qualifications, particularly as we work with marginalized populations often excluded from traditional academia and employment.

3. Interviewing

- Before the interview, we email the selected candidates with the interview agenda and the bios of the interviewers (the ones on our website with the self-location information). We also reaffirm our commitment to address equity barriers during the interview process and that we're keen to work with them to set up accommodations so they can best showcase what they'd bring to the TML. We will also ask candidates what name and pronouns we should use for them.
- One of the interview questions will always be about working with trans arts communities and with Black, Indigenous, racialized, POC (people of colour), disabled, Deaf, neurodivergent, and/or queer communities.
- We use standard questions for all the candidates that are set in advance. However, if the candidate gives a short answer, we may ask follow up questions. (For example: "In your answer you talked about your volunteer work with TransJustice. Can you tell us a little more about the kinds of tasks you were doing with them?")
- We are conscious that some neurodivergent people may interpret questions in a way that is very direct and literal. In our questions, we avoid complex metaphors and symbols without clear meaning.
- We consider how the structure of questions may covertly centre whiteness or put BIPOC into uncomfortable positions and strive to avoid this.
- The same person from the interview panel asks the same questions in each interview for consistency.
- If held over Zoom, we copy/paste each question into the chat.
- We make it clear that candidates can clarify questions and that the candidate does not need to rush through questions.
- People often overlook the cultural significance of specific activities or terms when we don't immediately understand them. We make the time to clarify things we don't understand, take note of them and ask colleagues or consultants from that cultural background.
- We make space for participants to discuss their lived experience without expecting it or reducing their existence to their oppression. We allow BIPOC trans candidates to talk about their qualifications and work beyond their experience of oppression.

4. Deciding on finalist & calling references

- When deciding on the finalist, we take the following factors into account:
  - Strength of skills and experience, as requested in the job ad
  - Ability to communicate clearly
  - Understanding of working well with a team and resolving conflicts
  - Experience working with marginalized communities
  - Bringing skills, experience, and/or perspectives that are not already represented within the team (or are underrepresented)
  - Marginalized social location(s)
    - First priority to BIPOC trans candidates
    - Second priority to non-BIPOC trans candidates (especially people with experience of transmisogyny) and experience working with trans arts communities
    - Next priority to all other marginalized identities
- If the hiring committee members disagree on the finalist:
  - Each member should do their best to explain their reasoning and listen openly to all members.
  - Allow ample time for a full discussion.
  - If there is an odd number of members and they can't all agree, then the majority rules.
  - If there is an even number of members and they can't agree, ask a third party to review the application material and interview notes and weigh in. This could be the TMP project director or other member of the TMP Operations team, determined in advance of the interviews.
- When contacting references
  - Ask the candidate what name and pronoun to use when calling references.
  - Try to talk to or email at least one reference (ideally two or three) before hiring.
  - Ask open-ended questions.

5. Hiring

- Let the candidate know as soon as possible that they've gotten the job.
- Once the shortlist is made, email everyone not on the shortlist to let them know they have not gotten the job.
- As soon as the successful candidate has said yes, let all the shortlisted candidates know that they have not gotten the job. For candidates that completed an interview, offer to give feedback on their application if desired.

Appendix C.

Decentering whiteness on the website

In 2021–2022, the TML research team embarked on a process of decentering whiteness on the TMP website and continuing to improve our commitment to supporting BIPOC trans+ filmmakers.

Team members who are engaged in the process of decentering whiteness on the TMP website have identified numerous ways to better reflect our commitment to prioritize the work of BIPOC trans+ artists.

Below is an audit of the commitments we made to decenter whiteness on the TMP 2.0 mock-ups, which will be published in 2024.

Action	✓ Completed	— In progress	⏱ Not yet started	X Decided against
General				
Add a land acknowledgement to website's footer				
Move all BIPOC content to the top of pages		Trans Film Festivals, Bibliographies, Teaching, and Sister pages still need to be revised for both overall content and to prioritize BIPOC content		

Action	✓ Completed	— In progress	⏱ Not yet started	X Decided against
Establish a less institutional aesthetic to make the page more inviting to non-academics	✓			
Use plain language whenever possible		Existing content has not yet been revised (e.g. Bibliographies, Teaching, Sister pages)		
Include invitations for feedback on all pages	✓			
Include date stamps of last updates for all pages	✓			
Use large print, with different font sizes available	✓			
Ensure all images have appropriate alt text	✓			
Use headings in their appropriate structures	✓			
Homepage				
Add a welcome in Anishinabemowin (Algonquin) and English		Space has been added to mockups		
Change the banner image of the camera to film stills from BIPOC trans filmmakers	✓			

Action	✓ Completed	— In progress	☉ Not yet started	X Decided against
Move logos to bottom of home page or About page				
Add direct link to BIPOC Trans Filmmakers page				
About page				
Explicitly state the TMP values and link to TML Handbook				
When referencing indigeneity, explicitly state that we are focused on Indigenous filmmakers on Turtle Island			Not yet stated on BIPOC Trans Filmmakers page	
Add statement about the project's limitations		Working draft in progress		
Encourage self-identification and information about the territories/treaties where we are from in team bios (following CLEAR Lab examples)				
Prioritize femmes and people of colour when listing Advisory Board members				
Support Trans Artists page				
Explicitly prioritize BIPOC trans filmmakers		Revisions in progress		
Include a link to this page on the BIPOC Trans Filmmakers page				
Teaching & Bibliographies pages				

Action	✓ Completed	— In progress	◷ Not yet started	X Decided against
Add more Indigenous and Two Spirit resources			Scheduled for Fall 2023	
Add subheadings such as Two Spirit and Decolonization			Scheduled for Fall 2023	
With permission, add photos, especially of BIPOC scholars and book covers we would want to highlight			Scheduled for Fall 2023	
Change name of "Teaching" page to "University Course Outlines" and add paragraph explaining structural reasons there are not more outlines created by BIPOC trans instructors			Scheduled for Fall 2023	
Two Spirit and BIPOC filmmakers page				
Highlight the work of Afro-Indigenous filmmakers				
Add glossary of terms we want to use and avoid using				DECIDED AGAINST. Decided to do this as part of our tool documentation instead and will add an FAQ to the portal
Update "Contact Us" page to describe accessible formats and communication supports				
Create the following new pages				

Action	✓ Completed	— In progress	⏱ Not yet started	X Decided against
Lists of Two Spirit Filmmakers, Disabled Filmmakers, and Intersex Filmmakers				
Indigenous Initiatives (teach about and support local Algonquin initiatives, organizations, and Two Spirit artists; highlight TML Indigenous collaborations; link to online tool that shows which lands you are on)		Working draft in progress		
Find Support (for trans artists, especially BIPOC trans artists, looking for financial support)				
Accessibility (describe the project's commitment to accessibility and disability justice in conceptual and material terms)		Working draft in progress		
Policies (post all of our project's policies and guiding documents publicly)				
Total	**19**	**7**	**5**	**1**