Transgender Media Lab
Anti-Racist Accountability Report

March 2024 - December 2025

Version 1.2

Written by Aliisa Qureshi, Constance Crompton, and Laura Horak

Layout and Graphics by Kit Chokly

Acknowledgements: Edited by Jada Gannon Day. Ideas contributed by Kit Chokly, Kate Higginson, Maddie Murakami, Imogen Echard-Studt, and Adam Milling.

Summary of version changes

v1.0 First publication of this report on our website in 13 January 2026
v1.1 Updated to reflect the decision to merge all action items into two action plan items 20 January 2026

Evie Johnny Ruddy, Cara Tierney, Orvis Starkweather, Rina Khan, Mel Racho, and Cáel Keegan, contributed to previous Accountability Reports

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—the territories of the Anihšināpēk and the homeland of the Algonquin 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*
- *censoring the works of Indigenous artists and their supporters.*

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

This document reports on our progress towards the goals that arose from 2020 Transgender Media Portal (TMP) usability test, particularly those around increasing BIPOC[1] leadership within the project. The report also outlines the ongoing anti-racism recommendations we have developed and received in the years since. These new recommendations come from internal surveys and discussion as well as the advice of our Community Advisory Board and external collaborators. This report offers a snapshot of both our thinking and action on these questions in 2024-2025. While the Accountability Report was started in response to the 2020 call to increase BIPOC leadership within the project, we also report here on other usability test recommendations that are related to anti-racism and anti-colonialism. We welcome the use of this and other reports to keep us accountable to our commitment to addressing structural and systemic barriers in all areas of the project and its work.

[1] BIPOC stands for Black, Indigenous, and people of colour. 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. We recognise that members of these groups do not all experience the same oppressions, we borrow the use of the term BIPOC for its coalitional value in the fight against systemic and interpersonal oppression.

Anti-Racism and Unconscious Bias Recommendations

Below is an audit of the TMP's actions to date for achieving the recommendations from the 2020 usability test, recommendations from the 2021–2022 Accountability Report on the Transgender Media Portal Policies page, as well as new recommendations in 2024 conceived of in team discussions on BIPOC accountability, de-centering Whiteness, and recognizing and uplifting BIPOC labour and opportunities.

Updates to Previously Set Goals and Recommendations (2020-2023)

Total Updates	✓ Completed	— In progress	⏱ Not yet started	X Decided against
13	6	4	1	2

1. Recommendation: Incorporate more BIPOC leadership at all levels of the project[2]

In 2023, the TMP team came up with 27 total action items to address this recommendation, 13 of which were reported as in progress or not yet started. In this section, we conduct an audit of the progress on these 13 incomplete action items. To see all past recommendations, see the previous report.

[2] 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
1.4. 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. ✓ Completed	The usability tests were conducted in April and May of 2024. Out of the 15 total testers, 10 were BIPOC, 11 disabled including 5 who use screen readers, 3 intersex, and the age range was from "16-24" to "65+".[3]
1.5. BIPOC trans+ filmmakers be prioritized on the website. ✓ Completed	The new design of the TMP website 2.0. features a homepage with a large hero image that showcases films made by BIPOC trans+ artists. We will rotate the hero image regularly. Under the hero image are discoverability highlights with 5 categories: Black Trans Filmmakers, Indigenous Trans & Two Spirit Filmmakers, BIPOC Trans Filmmakers, Deaf & Disabled Trans Filmmakers, and Intersex Filmmakers.
1.5.1. Complete first round of website revisions in Spring 2022. ✓ Completed	The revisions the site were completed have been implemented in TMP 2.0. 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 have been implemented in TMP 2.0. Refer to Appendix C for a progress report.

[3] Cite the Usability Report when ready

Action Item	Where We're At
1.5.3. Include questions about whiteness and anti-racism in the next round of usability tests/community consultations. **X Decided against**	Our 2024 usability tests did not include explicit questions about whiteness and anti-racism, but did have majority BIPOC testers. A third of our Community Advisory Board meetings are dedicated to anti-racism reporting, consultation and planning.
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. **X Decided against**	We have decided that we do not need aTechnical 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. **— In progress**	We have started discussions with the Toronto Queer Film Festival about housing the project. In addition to the technical details of hosting the site, the discussion centred on the the TMP and and TQFF shared commitment to anti-racism and practical steps to ensuring that the projects commitments are backed with anti-racist action after the hand off of 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 2024-2025.

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 applied for new grants between 2023-2025, but was not awarded new funding until April 2025. As a result, there were no new hires between May 2023-May 2025. The TMP's Insight grant allows the project to hire people who are not current university students.
1.12. Connect to Algonquin Anishinaabe community leadership in the territory where Carleton University is located. **✓ Completed**	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 building relationships and meeting 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), discussing potential collaborative initiatives with the TMP. 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. This recommendation is marked as completed, however the working relationships and efforts continue on as an essential element and value to the project overall.

Action Item	Where We're At
	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; ● created an Indigenous initiatives webpage 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 and 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; ● completed a written explanation of how we are using the term Two Spirit in the TMP; ● screened Indigenous Trans and Two Spirit films and invited Indigenous filmmakers for Q&A at Montreal Launch event in June, 2024 (paid); ● collaborated with ImagineNATIVE for Transgender Day of Visibility social media campaign on March 31, 2025, highlighting Indigenous artists in the Portal.

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 ✓ Completed	Included in all new content for the website;. Bibliographies, Teaching, and Sister Pages still need to be created.
2.4. Add photos to the BIPOC Trans+ Filmmakers page ✓ Completed	Images now appear with full alt text on the website. 46% of BIPOC filmmakers have images, 40% of white filmmakers have images.
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. Current Recommendations and Goals (2023-2025)

These anti-racism and unconscious bias goals were created based on five overarching themes recognized in notes from All-Team discussions on BIPOC accountability and anti-bias efforts.

Total	✓ Completed	— In progress	⏱ Not yet started	X Decided against
17	10	3	3	1[4]

3.1. Recommendation: Rejecting colonial academic dynamics and hierarchies by decentering whiteness, addressing unconscious biases, and normalizing BIPOC and trans matters, ableism, class

This group of suggestions and recommendations are centered on encouraging push back against racist and colonial social codes, creating safe space for people to unmask. We have suggested some preliminary discussion and an anonymous survey to begin understanding different levels of comfort around these topics and what approaches would benefit individual team members. We aim to normalize discussions that decenter whiteness, particularly those that attend to unconscious bias, BIPOC and trans matters, as well as ableism, class, settler colonial academic hierarchies.

[4] These recommendations were de-prioritized either due to budget or labour constraints. We were working with are reduced percentage of our typical budget in the last year, and our active team has reduced from 14 to 10 (See Appendix A)– with these significant changes in workloads along with reduced working hours, some of these suggestion could in fact cause more strain for BIPOC team members, something that we are intentionally trying to minimize.

Action Item & Status	Where We're At
3.1.1. Conduct an Unconscious Bias Survey with team members ✓ Completed	The Operations Team created a new survey "Boundaries and Biases" Designed to understand comfort levels and starting points for future discussions and areas of improvement. The survey has been answered, and data synthesized. The next step is to use findings for the dedicated workshopping time in all team meetings (see 3.1.2. and 3.1.4).
3.1.2. Improve literacy and lower barriers to speak freely on topics and issues — In progress	With a better understanding of the team's entry level and comfort around topics, the Operations Team is now in the process of collecting materials (articles and videos) that can later be used as a starting point for group workshopping. These will be stored in a shared reference format for everyday access.
3.1.3. Continue training team members on de-escalation and conflict resolution ✓ Completed	3 members of the team attended the "Effective Communication and De-Escalation Skills Training" provided by Carleton University Teaching & Learning on March 19, 2024; 6 team members attended a Carleton University workshop on March 18, 2025, led by Campus Safety Services; 6 team members completed AORTA's "Crash Course on Facilitating Disagreement" on April 24, 2025.
3.1.4. Dedicate time in team meetings for identifying colonial settler academic behaviours and formulating strategies to push against — In progress	We completed the Anti-Racism and Unconscious Bias Accountability survey to identify needs. We have discussed planning a microaggression workshop, but we are still discussing how to do this in a measurable way and what the outcomes would be.

3.2. Recommendation: Combating colonialist work expectations through team connecting and unwinding

Action Item & Status	Where We're At
3.2.1. TMP Team Movie Nights ✓ Completed	We are hosting monthly movie nights online for the team to engage with films in the Portal and for cross-team connection. This has also been a fun exercise in curating works that catch our attention during our workflows.
3.2.2. Grounding exercises in meetings ✓ Completed	We open every meeting with a guided grounding exercise, to acknowledge the emotional, mental, physical weight of doing this work in these times, and creating a collective moment to regulate our emotions.
3.2.3. Non-work communication channels ✓ Completed	Created new text channels for communicating about activism, events in Ottawa and online, hobbies, career advice, general chat, birthdays, and a private BIPOC only channel.
3.2.4. Office renovation and hybrid reveal ✓ Completed	The office has been renovated and a hybrid reveal was done to have a shared moment and celebration of the TMP space. Photos were shared in our team communication channels to make everyone feel included, even if working remotely.
3.2.5. Encouraging Sprints as an all-team activity ✓ Completed	Sprints are now intended as a co-working time for the entire team. These sessions are always in hybrid format.

3.3. Recommendation: Uplifting existing BIPOC leadership and identifying unrecognized labour

This umbrella is intended to amplify BIPOC-led work and to recognize the unwaged, taxing, and unseen labour performed by and (unconsciously) expected of BIPOC team members. The goals suggest ways of reflecting and recognizing BIPOC labour both internally in team settings and externally.

Action Item & Status	Where We're At
3.3.1. Share kudos messages more often and for the smaller typically unrecognized labour, not only large milestones ✓ Completed	In conversations and surveys, team members affirmed that kudos messages are a positive recognition of work and efforts, big or small. We have continued with this practice and try to send at least one weekly kudos.
3.3.2. Reframe check-in surveys as an opportunity to also confirm current title to match work being done in the project and career goals ✓ Completed	We added questions in our check-in survey providing options for suggesting a new title or requesting discussion of revising the title with the Operations team.
3.3.3. Send rotating invitations to participate in the Operations team, prioritizing opportunities for BIPOC team members in leadership roles X Decided against	In team surveys, BIPOC team members have reflected that the invitation to join the Operations Team is appreciated as a gesture of recognizing and uplifting existing leadership work. With fewer active team members and reduced hours due to budget constraints in 2024-2025, we have found that team members are unable to accept the invitation without strain, and so is currently deprioritised. Throughout the year the team has been majority BIPOC (3 of 5 BIPOC, 2 of 5 white).

3.4. Recommendation: BIPOC professional development, hiring, and anti-bias onboarding

This group of goals are for setting intentions for future levels of the project which will then be put into action at the right phase. Asking ourselves how we can prepare the project for when opportunity arises to collaborate, for hiring and incoming team members, and for the smoothest transfer of knowledge and ease into our work culture.

Action Item & Status	Where We're At
3.4.1. Prioritize collaboration and relationship building with BIPOC led groups; prioritize BIPOC team members leading these collaboration projects (voluntarily) **— In progress**	Started discussions about housing the portal with the BIPOC-led Toronto Queer Film Festival.
3.4.2. Increase availability of career support and mentorship from leadership **✓ Completed**	Created the discord channel "career talk". Staff members in positions of leadership in and outside of the project have provided reference letters and interview preparation for job seeking BIPOC team members.
3.4.3. Review onboarding materials to include mandatory anti bias materials **⏱ Not yet started**	Deprioritized until the next hiring opportunity.

Action Item & Status	Where We're At
3.4.1. Prioritize collaboration and relationship building with BIPOC led groups; prioritize BIPOC team members leading these collaboration projects (voluntarily) **— In progress**	Started discussions about housing the portal with the BIPOC-led Toronto Queer Film Festival.
3.4.4. Review job posting descriptions and hiring process to account for transferable skills, address biases, and prioritize potential growth **⏱ Not yet started**	Deprioritized until the next hiring opportunity.
3.4.5. Continue to prioritize BIPOC and trans candidates to interview stage **⏱ Not yet started**	Deprioritized until the next hiring opportunity. The team drafted TML Hiring Protocol (refer to Appendix B), which outlines steps for prioritizing trans, Black, Indigenous, racialized, POC, disabled, Deaf, neurodivergent, and queer candidates..

Conclusion & Key Learnings

[CC: oh, for crying in the sink, I left out our uncompleted efforts to create differentiated list of resources, particularly for white members of the team around microaggressions and more. I will write it up]

The biggest accomplishments in accountability efforts this year were related to the way we engage users of the portal and creators who are listed there. We have continued our efforts to make the site accessible, including working with usability testers who were majority trans BIPOC and disabled. Their insights and suggestions were crucial to our revision of the site before we launched in June of 2024. We have continued to expand the site, using the accessibility best practices that have arisen from team training and the UX testers' feedback.

We continued to amend the ways we work together as a team. To foster interpersonal connection, we added grounding exercises to the personal check-ins that precede every meeting. We turned what were once all-day work sprints for the technical team into hybrid all-team sprints two days per month. This expanded time together affords more opportunity for all kinds of discussion, including of our ongoing anti-racism efforts. These discussions would be more difficult and perhaps even alienating via email, Discord, or in shorter meetings. To try to mitigate the imbalance in access to interpersonal connection between team members based in Ottawa and those who work remotely, we also started a series of online film screenings for the team and held hybrid end-of-semester parties.

We are still working to overcome several challenges in reaching our accountability goals. The original goal of the Accountability Report was to guide us in incorporating more BIPOC leadership within the project. While we have had some success in this area, leadership is shaped in part by grant and institutional hierarchies. The two white members of the five-person Operations Team hold relative positions of power as professors. While we have increased the number of BIPOC people on the Operations team, we recognise that the leadership roles in the Operations team comes with added labour burden. Furthermore, there are still microaggressions within the team. At the time of writing we are developing strategies and concrete actions to address our shortcomings and to ensure a more equitable working environment for team members and equity-centred web experience for site users, event attendees, and external research collaborators. While three of the five members of the Operations Team are BIPOC, we recognise that there are other barriers (academic hierarchies, roles on the project) that shape Operations Team members' experience of systemic and structural barriers that impact participation in leadership positions.

The political landscape has changed significantly since the project started, and indeed since the site launched in 2024. In the spring of 2024 we emailed all the people listed on the site we could find contact information for, so that they could view a password-protected version of the site before launch and revise or remove their entry before the launch. We conducted another round of outreach to the filmmakers on the site in the spring of 2025. Of the 1116 filmmakers on the site, 65 are known to be deceased. We have not been able to find contact info for 396 of them, but have reached out to 665 filmmakers. As of December, 30 people have requested to be removed from the portal. We have completed each removal in less than 48 hours. We have started to act on the items proposed by the Community Advisory Board in April 2025, including sending safety resources to the filmmakers listed in the portal. We have continued to move the initiatives started by our Indigenous Community Relations working group forward, and collaborated with ImagineNATIVE on a social media campaign for Transgender Day of Visibility 2025, as listed above.

Past Anti-Racism and Unconscious Bias Recommendations have not focused on safety beyond deescalation training. Work within the team, results from the survey, and recommendations from the Community Advisory Board suggest that safety should be a focus of the way we work as a team and the way we engage with the filmmakers at the heart of the project. This is particularly important for the BIPOC members of the team and people listed in the portal. We have created two interconnected networks to share safety resources and strategies: the CU Risky Research Network, for people at Carleton working on research likely to inspire right-wing backlash, and the Asterisk Alliance, for people around the world working on trans research and activism. These networks meet online via encrypted Signal groups. The TMP's Safety Working Group has drafted an Integrated Safety Plan, which includes guidelines for preventing and responding to safety threats online, in person, and at events. The Integrated Safety Plan also includes guidance about the emotional toll of this work for members of the team, event participants, and others who might be involved. While the Integrated Safety Plan is designed for use across the team, we are sensitive to how it affects BIPOC people specifically. For example, while universities recommend calling campus security or the police in the case of attacks, we recognise that police have a history of targeting racialized people, so that bringing them into events, for example, may not be a good way to preserve the emotional and physical safety of team members or event participants.

The team did not prepare a 2023–2024 report, but instead continued to update the 2022 report through to July 2024, to mitigate the gap in our accountability methodology. While we continued to undertake anti-racism actions in this time and updated the 2022–2023 report in 2024 to include some of this progress, we need a renewed commitment to reporting, and the development of new recommendations. The recommendations play a central role not just in accountability for past actions, but also for planning future goals. Furthermore, we did not complete the Bibliographies and Course Outlines that will foreground the scholarship and perspectives of BIPOC experts in the field.

Based on the findings of this year's accountability report and our key learnings, we recommend the following action plan for 2026:

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:
    - ➔ Act on our plans for learning and action that give team members the skills to reduce, intervene in, and respond appropriately to microaggressions on the team. Evaluate the effect of learning and action without creating an extra burden to BIPOC team members.
    - ➔ Leverage our resources to protect filmmakers, staff members, students, site users, and event attendees from harm. Develop our resources and guidance for those beyond Carleton and in consultation with other anti-oppression groups. Centre lived experience to balance out our reliance on reports.
4. Post an updated accountability report in January 2026.

Appendix A.

There were no new hires between March 2024 - December 2025. In future years will report on our RA hiring here.

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. Future revisions in advance of any future hires should include reviewing job posting descriptions to account for transferable skills and address biases in the required skills, background, education; continue to prioritize BIPOC and trans candidates that meet criteria with default confirmed interviews; emphasize potential as a criteria, and potential for growth in employment in the job posting description

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 was 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				
Add subheadings such as Two Spirit and Decolonization				
With permission, add photos, especially of BIPOC scholars and book covers we would want to highlight				
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				
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 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)				
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)				
Policies (post all of our project's policies and guiding documents publicly)				
Total	**25**	**5**	**1**	**1**