

Faculty of Arts Equity and Diversity Committee (EDC)

Terms of Reference

The Faculty of Arts Equity and Diversity Committee is mandated to bring awareness and improvement of equity and diversity in all areas of the faculty. It addresses issues pertaining but not limited to culture, ethnicity, language, gender, race, ability, sexual orientation, and age. We recognize that equity and diversity affects all members of the faculty in complex and multi-faceted ways.

3. STANDING COMMITTEES OF THE FACULTY

3.1 General Regulations Governing Standing Committees

3.1.1 Membership

Except where otherwise indicated, membership on standing committees shall be for two years. In the case of a member's resignation or inability to complete her/his term (because of resignation, research and scholarship leave, or other leave, etc.), a replacement will be found to complete the unexpired part of that term. Normally, no voting member of a standing committee shall serve more than two consecutive terms on the same standing committee.

Except where otherwise indicated, the dean or designate will serve as chair of each standing committee. It is the duty of the chair of each standing committee to provide new members of that standing committee with a copy of the terms of reference of that committee. Where possible, no member of the faculty, other than the dean, the vice dean, an associate dean or an assistant dean, shall be a member of more than one standing committee of the faculty.

3.1.2 Meetings

The quorum for meetings of standing committees shall be 50% of the membership (excluding the Chair). Unless otherwise stated in this document, each standing committee of the faculty will be expected to meet at least once during each of the fall and winter terms.

3.1.3 Reporting

It is the duty of the chair of each standing committee to report to faculty council at least once during each academic year on the work of that committee.

3.7 EQUITY AND DIVERSITY COMMITTEE

3.7.1 Membership

- a) the dean or delegate, who is the chair,
- b) five members elected by faculty council,
- c) up to two members appointed by the chair at the chair's discretion in order to achieve representational balance,
- d) one graduate student chosen by the Graduate Students' Association,
- e) one undergraduate student from the Faculty of Arts as chosen by the Students' Union, and
- f) two staff members drawn from the Faculty of Arts (one from MaPS, one from AUPE).

Normally, there will be no more than one representative from a single department.

The committee membership must strive for diversity and inclusiveness as defined in the preamble to the Terms of Reference.

Faculty, AUPE, and MaPS membership on the committee will be for two years. A member may stand for re-election for a second two-year term, but may not serve for longer than four consecutive years.

Student membership on the committee will be for one year, renewable for one year at the discretion of the member and their student organization.

For 2014-15 only, three members will be elected to serve until June 30, 2016 and two members will be elected to serve until June 30, 2015. If the chair appoints members, only one of those members may be appointed to June 30, 2016.

The committee has the right to invite such people to attend its meetings in a non-voting capacity as may seem useful and fitting, at the discretion of the Chair in consultation with the committee. Such attendance may be either on a regular or an occasional basis.

3.7.2 Duties

The Faculty of Arts Equity and Diversity Committee (EDC) will

(a) Work towards advancing and maintaining a healthy and respectful environment as concerns everyday workplace dynamics, teaching and learning, and research and scholarship in the Faculty of Arts.

(b) Educate Arts faculty, students and staff about diversity and equity.

(c) Review and make recommendations to implement best practices for diversity and equity in workplace and learning environments.

(d) Liaise with the Office of Diversity, Equity and Protected Disclosure, and other committees and organizations related to diversity and equity.

(e) Review and assess equity and diversity factors with respect to Faculty of Arts career patterns for academic, AUPE, and MaPS staff. This would include but not be limited to recruitment, retention, promotion, tenure rates, committee representation, and salary.

(f) Review and assess equity and diversity factors in Faculty of Arts student experience. This would include but not be limited to recruitment, retention, academic progress, mentoring, supervising, and classroom environments.

(g) Submit to the dean an annual report in the spring on its activities and recommendations for improvement of equity and diversity in the Faculty of Arts.

(h) Set priorities, activities, and goals at the last meeting of the year in line with the annual report. Those can be reviewed and revised in the first meeting of the new year based on feedback from the annual report and new faculty initiatives and concerns, such as

- Initiating projects to advance equity and diversity in the Faculty of Arts.
- Coordinating activities on equity and diversity foci that relate to research, learning environments, career issues, and student experience recruitment in undergraduate and graduate programs.
- Educating on, promoting, and researching issues relating to equity and diversity.
- Providing supporting evidence for initiatives relating to equity and diversity.

3.7.3 Meetings

Normally the committee shall meet at least twice during each of the fall and winter sessions.