



Committee Charter

PURPOSE

The Diversity, Equity and Inclusion (DE&I) Advisory Committee for Students, Staff, and Faculty will be a thought-partner to foster open and transparent communication with college senior leadership, working to promote and make progress on strategic priorities related to diversity, equity and inclusion. The committee will promote connections and alignment of needs, priorities and goals of students, staff and faculty across the college, stressing the importance of, and the college's collective commitment to, this work.

MISSION AND RESPONSIBILITIES

1. **The committee functions in an advisory role to college leadership and will focus their efforts on regard to the following identified areas:**
 - a. Building DE&I infrastructure - Institutionalizing structures to promote sustainable transformation
 - b. Increasing college diversity - Increasing faculty, staff, and student diversity
 - c. Building a welcoming environment - Ensuring a welcoming, affirming, safe, and accessible campus climate
 - d. Embedding values - Integrating diversity, inclusion and equity values into the academic mission

2. **The committee has the following broad responsibilities:**
 - a. Makes formal recommendations to the Dean and Director of Diversity on policies, actions and programs that to support and fulfill diversity related commitments by the college.
 - b. Provides routine recommendations and insight to executive staff on issues of culture, climate, equity, inclusion, and diversity in the college.
 - c. Reviews and supports the development of School DEI workplans.
 - d. Facilitates communication of school DEI goals that inform the annual college DEI implementation plan.
 - e. Supports the development of the annual inclusion and equity diversity plan at the college level.
 - f. Advises, recommends and supports strategies for recruitment and retention of a diversified faculty, staff and student body.
 - g. Reviews and supports strategies for integrating diversity into the curriculum.
 - h. Reviews and evaluates diversity related programming and actions in collaboration with the Diversity Director annually.

MEMBERSHIP

1. **Each school director shall nominate the following:**
 - a) 2 faculty (must come from different programs within the school)
 - b) 1 staff (may come from any part of the school)
 - c) 1 student (graduate or undergraduate)

2. **Five members are identified by their role. These members have no terms and are filled by the individual (or designee) who serves in that position within the University.**
 - a) CAUS Director of Diversity, Equity and Inclusion

- b) CAUS Associate Dean for Academic Affairs
- c) CAUS Associate Dean for Graduate Studies
- d) CAUS Director of Academic Advising
- e) University Libraries Head, Art & Architecture Library

3. Treatment of Current Committee Members

All current committee members are grandfathered into the new committee structure. For those schools who have more than 2 current representatives on the committee, those positions will not be replaced once the current committee member's term is complete.

4. Ad-Hoc Members

Committee leadership may ask for additional members for specific projects or subject matter expertise. Terms for these members would be based on the completion of the project or need.

5. Additional Guidelines for Membership

- a) Faculty and staff serve a three-year term.
- b) Students serve one-year terms.
- c) Members in good standing, having attended regular meetings or otherwise actively supported the committee's mission may request to serve (1) additional term.
- d) The committee shall consist of no less than 20 and no more than 25 members.
- e) The committee may consider the inclusion of alumni and community representatives.
- f) In general, committee membership should reflect a diverse mix of employees, taking into consideration factors such as race/ethnicity, gender identity, sexual orientation, age, disability, veteran status, etc. In addition, members should reflect different business areas of the college.
- g) Participation on this committee is an official form of service and is recognized by the college for evaluation purposes.

MINUTES

The Committee Chair will provide minutes of the meetings to committee members.

LEADERSHIP

Committee leadership shall consist of a chair and deputy Chair. Both positions shall serve a term of one year. After a one year term, the deputy chair then serves a year as committee chair.

VACANCIES

When a vacancy on the committee exists, nominations for new members shall be collected. The committee will send recommendations for approval to the dean or designee in the fall for member installation in January of the following year.

RESIGNATION

Any member may withdraw from the committee at any time using a resignation letter sent to the committee chair.



ATTENDANCE

This section is intended to support the full contribution of all committee members. Committee members are required to attend monthly board meetings and engage in decision-making. Failure to contribute and engage regularly may warrant replacement on the committee.

MEETINGS

Each year, the Chair of the Committee will develop a regular schedule for meetings. At a minimum, the committee will meet at least once per quarter during the academic year. The schedule will be distributed to committee members and maintained on the College's website.

SUBCOMMITTEES

1. Subcommittee administration

- a) The chair appoints subcommittee leaders in consultation with the deputy chair. The chair is responsible for ensuring that subcommittees are actively engaged and kept abreast of plans and activities at each committee meeting.
- b) Subcommittee leaders have a two year term that coincides with the elected chair and deputy chair.
- c) Standing and ad-hoc committees may be added as needed.
- d) The chair-appointed leader and other volunteer subcommittee members determine activities, including the time and place of subcommittee meetings.
- e) Notes shall be taken at subcommittee meetings.

2. Subcommittees are aligned with overall CAUS DEI Goals. Subcommittee functional areas are as follows:

- a) Building Infrastructure
 - Policy and Process Review
- b) Increasing College Diversity
 - Student Recruitment/Engagement/Retention
 - Faculty and Staff Recruitment and Engagement
- c) Actively Building a Welcoming Environment
 - Programming and Events
- d) Embedding Values
 - Curriculum Identification/Development