August 24, 2010

To: Janice Gripp, Confidential Assistant to the Dean, Faculty of Arts
From: Mark Lawall, Associate Dean, Faculty of Arts
Subject: Changes to Terms of Reference – Equity, Diversity, & Human Rights Committee

The attached revised terms of reference have been approved by the Equity, Diversity and Human Rights (EDHR) Committee. The only substantive change is to make the Chair of the committee an annually elected position. This change was implemented to draw a clearer distinction between the activities of the Dean’s Office with respect to Equity, Diversity and Human Rights issues and the roles of the Committee as outlined in these terms of reference.

This change comes to Arts Executive as a motion from the EDHR committee.

Thank you.

/jc
Equity, Diversity and Human Right Committee
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council

PURPOSE:

To recommend an educational and awareness program within the Faculty, including faculty, support staff and students, to stress the importance of human rights, equity and diversity, and lead to the implementation of these principles, including by publicizing the University’s Respectful Work and Learning Environment and Employment Equity Policies.

TERMS OF REFERENCE:

The Equity, Diversity and Human Rights Committee’s work shall include:

1.) Electing one of its faculty members as Chair on an annual basis;

2.) Developing a timeline and strategies to put into action the recommendations of the Employment Systems Review;

3.) Recommending to the Dean on the development and implementation of tracking system to monitor equity and diversity in Faculty of Arts recruitment, hiring, retention and promotion of staff and faculty;

4.) Investigating possible differentials or disparities in the following:
   (i) promotion rates
   (ii) salaries
   (iii) service loads
   (iv) Faculty of Arts performance evaluation for/procedures for support staff
   (v) professional development opportunities for support staff

5.) will receive an annual report from the Dean on equity, diversity and human rights in the Faculty of Arts

6.) report at least once annually to Faculty Council

COMPOSITION:

1.) Dean of Arts or delegate, ex officio and Chair
2.) five faculty members elected by Faculty Council serving staggered two year terms
3.) two support staff elected by the Faculty of Arts support staff on staggered two-year terms
4.) one Arts student member appointed by the President of the Arts Student Body Council with a one year term
5.) one graduate student in an Arts program appointed by the President of Graduate Student’s Association with a one year term

Established and approved by Faculty Council
Revisions approved by Faculty Council, February 11, 2009

1 All ex officio members of standing committees have voting rights unless otherwise stipulated
November 24, 2008

TERMS OF REFERENCE
EQUITY, DIVERSITY AND HUMAN RIGHTS COMMITTEE

The Faculty of Arts Equity, Diversity and Human Rights Committee are responsible to the Dean of Arts. The Committee will consist of five (5) faculty members, two (2) support staff, on (1) currently registered Arts student member (selected by the Arts Student Body Council), and one (1) graduate student (in an Arts program selected by the Graduate Student’s Association) with the Dean or his/ her designate serving as the Chair. Faculty and support staff members of the Committee shall service staggered two-year terms; student members of the Committee shall serve on-year terms.

The Equity, Diversity and Human Rights Committee’s work shall include:

1. Developing a timeline and strategies to put into action the recommendations of the Employment Systems Review;

2. Recommending to the Dean’s office on the development and implementation of tracking system to monitor equity and diversity in Faculty of Arts recruitment, hiring, retention and promotion of staff and faculty;

3. Investigating possible differentials or disparities in the following: (i) promotion rates, (ii) salaries, (iii) service loads, (iv) Faculty of Arts performance evaluation for/procedures for support staff, (v) professional development opportunities for support staff;

4. Recommending an educational and awareness program within the Faculty, including faculty, support staff and students, to stress the importance of human rights, equity and diversity, and lead to the implementation of these principles, including by publicizing the University’s Respectful Work and Learning Environment and Employment Equity Policies;

5. Receiving an annual report from the Dean on equity, diversity and human rights in the Faculty of Arts.

The Equity, Diversity and Human Rights Committee shall report annually to Arts Faculty Council about its activities. In order to assist the Equity, Diversity and Human Rights Committee with its mandate, the Dean’s Office will provide summary data and analysis pertaining to recruitment, retention, remuneration, promotion, administrative appointments and service duties within the Faculty of Arts, and other information and analysis requested by the Committee.