

Terms of Reference
Equity, Diversity and Inclusion Committee
Faculty of Science

Mission Statement:

To encourage policies, best practices, and activities to create a more equitable, diverse, and inclusive Faculty of Science.

Purpose and Scope:

The committee will provide recommendations and encourage best practices regarding EDI matters in the Faculty of Science. It will develop and host events to promote EDI within the Faculty and gather data and report on the EDI status of the Faculty. The committee does not have the authority to create or impose rules, regulations, or policies.

Committee Membership:

The committee will include broad representation across the departments. It will include the following:

- 1 member from the Dean's Office
- 1 faculty member from each department (5)
- 1-2 staff members from any department in the Faculty of Science
- 1-2 undergraduate students from any department in the Faculty of Science
- 1-2 graduate students from any department in the Faculty of Science

Total: 9-12 members

Member selection processes:

All prospective committee members are required to submit a statement of interest describing how their perspective aligns with the committees' mission statement and goals.

Faculty members will be assigned from the departments based on their internal mechanisms. The committee reserves the right to reject nominations from faculty members whose statements of interest express a misalignment with the committee's mission and values.

Staff members may apply through a general call, with the selected applicants selected through a staff-led selection process. If there is a lot of interest, two applicants will be pulled randomly from the pool of qualified applicants.

For students, a call of interest will be sent out at the beginning of each academic year. Up to two applicants will be randomly selected from the pool of qualified applicants. If there is bias in

departmental representation during the selection of staff and student representatives, this will be addressed by returning all names from the over-represented department and pulling new names.

Membership Term:

Faculty and staff members will be expected to commit to a 2-year-term, with turn-over occurring in July. Faculty and staff committee members may re-apply for appointment at the end of their term.

Student members will be expected to commit to one academic year (September to May). Student committee members may also re-apply for appointment at the end of their term.

A committee member who misses 50% of meetings during each year of their term without a reasonable explanation will be asked by the Chair to resign from the committee. If they refuse to resign, the committee will vote on their removal.

Chair:

The Chair of the committee will be voted on annually by the committee

The Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Designate another committee member to chair meetings in the Chair's absence
- Report to the Dean on the work of the committee
- Be a voting member of the committee

Decision-making:

The committee shall strive for consensus when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue (e.g., vote, continue discussion, table the issue to another meeting). When voting, quorum is a simple majority (50% + 1) of the committee members. Motions are considered passed when a simple majority (over 50%) of voting members vote in favour of the motion.

There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

Code of Conduct:

- Treat all individuals with courtesy, respect, and consideration.
- Avoid disruptive behavior that may impede the experience of others.
- Be open to and inclusive of diverse perspectives and backgrounds.
- Respect the privacy of personal information or experience shared with the committee.

Meetings:

Meetings will be held at least monthly during the academic term, either in-person or by Teams, with additional meetings as required. If a member is not able to participate in a meeting, they can communicate with the Chair in advance to share their perspective. That member may also submit written comments or documents in advance of the meeting. Committee communication between meetings will be through email, and a Team within UNB's intranet will be used to house documentation.

Reporting:

The FoS EDI committee reports to the Dean of Science.

Resources and Budget:

The committee is supported by the administrative staff of the Dean's Office and has access to the small boardroom within the Dean's Office and large boardroom in Physics (Physics 320). The budgetary resources for the committee's activities (i.e., general operations, events) are made available at the discretion of the Dean.