

D R A F T

FACULTY OF ARTS AND SCIENCES

SCHOOL EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMMITTEES

Terms of Reference

1. Using the University's EEO plan and related documents develop a School plan concerning staff and student equity issues
2. Advise on the implementation of the relevant University equity policies
3. Consider equity issues brought to it from the School's staff and students
4. Consult as appropriate with relevant stakeholders and interested parties on any matter before the committee
5. Develop initiatives in the area for all staff and students in the School

Reports to

Head of School

Report to the School Advisory or Executive Committee on a regular basis

Report to the Vice-Chancellor's EEO Advisory Committee

Report to the Faculty's Management Committee

Report to the Student Access and Equity Committee

Membership

2 academic staff members elected by and from Academic staff of the School

1 administrative staff member elected by and from the General staff of the School

1 technical staff member elected by and from the General staff of the School (if required)

1 undergraduate student nominated by the School

1 postgraduate student nominated by the School

The Chair, appointed by the Head of School, will be a member of the Vice-Chancellor's Equal Opportunity (EEO) Committee.

Co-option

The Committee can co-opt where needed any additional members required to achieve or maintain appropriate gender representations. The committee may invite individuals to provide additional appropriate expertise as necessary.

Term of Office

Elected members will hold office for a two-year period and may serve a maximum of two consecutive terms.

Frequency of meetings

The Committee will meet at least four times a year.