

The members of the Equity Committee are bound by the terms of the UBC Faculty Association and Constitution and Bylaws. These additional terms of reference were approved by the Executive Committee on June 19, 2023 and should be reviewed in five years.

### **Mandate**

There shall be a UBC Faculty Association Equity Committee which will be a Standing Committee of the UBC Faculty Association. The Committee reports to the Executive Committee and carries out its activities subject to the approval of the Executive Committee. The Committee's mandate is to:

- Identify structural sources of ableism, bias, inequity and exclusion within UBC's policies, procedures or practices.
- Provide input and recommendations to the Executive Committee on how to reduce and eliminate systemic barriers arising out of UBC's policies, procedures or practices.
- Facilitate and engage in networking, political advocacy, and developing events and workshops that promote and advance social justice, equity, diversity, accessibility and inclusion at the University.
- Consult with the Anti-Racism and Indigenous Initiatives Committee when appropriate and to identify areas for collaboration.

### **Chair of the Committee**

The Chair of the Committee will be elected in odd numbered years for a two-year term, beginning July 1st following the election. The Chair of the Equity Committee shall be responsible for ensuring the duties of the Equity Committee are carried out in accordance with its terms of reference and the Bylaws. The duties of the Chair shall hold 2 regular meetings per winter term; chairing all meetings of the Committee; chairing all meetings of the working groups, unless delegated by the Chair; coordinating the activities of the working groups and seeking agreement from the Executive for substantive activities and actions; coordinating orientations, resources, materials and training for members of the Committee; and reporting on the activities of the Committee to the Executive Committee and annual reports. The Chair shall forward communication-initiatives, requests for staffing, or requests for budgetary support to the Faculty Association President for consideration and further approvals if necessary.

### **Members of the Committee**

At the beginning of an elected term of office, the Chair shall make a public call for volunteers to serve on the Committee. The Chair shall attempt to ensure that the Committee has broad representation from all constituent groups and across both campuses. The Executive Committee shall be provided with, and approve, the names of the members of the Committee. The Faculty Association President and the Executive Director shall be ex-officio members of the Committee. Members may select to participate in one or more working groups of their choosing.

### **Term of Office**

Members will normally serve for one year, renewable. Any member of the Committee may resign upon giving written notice thereof to Chair. New members may be added to the Committee at any time, upon recommendation of the Chair and ratification by the Executive Committee.

### **Working Groups**

The Committee shall include working groups representative of equity seeking groups. The number and focus of working groups shall be determined by the Chair in consultation with the working groups according to the needs of the membership. The working groups shall work collaboratively to ensure intersectional approaches to equity work and when convened in the larger Committee. The Chair of the Equity Committee may delegate responsibility for the conduct of the working groups to sub-chairs, if they so choose. Any sub-chairs will meet with the Chair of the Equity Committee on a regular basis to

advise of the working group discussions. Working groups report to the Chair of the Equity Committee and will seek agreement of the Chair for any actions or activities.

### **Scope of Duties<sup>1</sup>**

- Attend regular committee and working group meetings and meet timelines associated with Committee work.
- Actively support the planning, implementation and evaluation of the committee's activities in carrying out its mandate.
- Monitor and assess ongoing issues of concern regarding equity, diversity and inclusion at UBC in order to share such information with the Committee for further discussion and possible action.
- Advise the Executive Committee, through the Chair, on the policies and practices of UBC with respect to discrimination, ableism, bias, inequity, and exclusion.
- Collect and analyze information on the status of equity deserving groups at UBC with respect to hiring practices, salary, work history, distribution by discipline and employment patterns as necessary.
- Initiate and carry out such research or other activities as may from time to time seem desirable on issues of particular concern to the Committee or working groups. Any data gathered remains the property of the Faculty Association.
- the Committee may be asked to contribute to newsletters and other official communications to the membership on its work.
- To assist the Chair in recruiting suitable volunteer members for the Committee.

### **Conflict of Interest**

A conflict of interest is any situation in which there are interests which would be likely to affect, or may reasonably be seen to affect, the impartiality or judgment of a committee member on a matter involving a member or group of members. Committee members shall be conscious of and sensitive to the issues of conflict of interest and apprehension of bias. A Committee member who perceives an issue of possible conflict of interest or apprehension of bias on their own part, or on the part of another member, whether it arises from a personal involvement or through a conflict of commitment, shall raise it. The matter shall be discussed and then resolved by the remaining members of the Committee who may direct the member to be absent from discussion, impose specified limitation on the member's involvement, or conclude that no action needs to be taken.

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<sup>1</sup> It is expected that all contents of meetings shall be held in confidence unless it is explicitly stated otherwise.