TERMS OF REFERENCE:

Equality, Diversity and Inclusivity Committee,

College of Science and Engineering,

National University of Ireland, Galway

1. **STRATEGIC CONTEXT**

The College of Science and Engineering (CSE) Equality and Diversity and Inclusivity (EDI) committee was convened in June 2020. The remit of the committee includes leading equality, diversity and inclusivity initiatives and providing advice to the CSE for the purpose of ensuring that the College has an all-inclusive working and learning environment.

1. **Vision**

The vision for the CSE EDI committee, henceforth referred to as the Committee, is to

* 1. Support and sustain a respectful and open working environment for all, in alignment with NUI Galway’s Strategic Plan [Strategy | Straitéis 2020-2025](https://www.nuigalway.ie/strategy2025/), the CSE Strategic Plan together with international standards such as those championed by the [Athena SWAN Charters](https://www.ecu.ac.uk/equality-charters/athena-swan/).
  2. Develop a sense of individual ownership and responsibility for EDI issues
  3. Embed a culture of participation and inclusivity where all staff and students feel valued.
  4. Be a beacon for equality, diversity and inclusivity in the university by adjusting to changing legislation and best practice evidence

1. **Objectives**

The objectives of the Committee in the fulfilment of its vision are to:

* 1. Oversee the design, implementation and periodic review of the CSE EDI Strategic Plan
  2. Prioritise action plans to reflect strategic plans, and national guidance (such as the Athena SWAN Award System)
  3. Provide a focus and forum for discussion for all equality, diversity and inclusivity issues within CSE, identify exemplar areas and areas for improvement and make recommendations to the College Executive Dean
  4. Support student and staff participation in the EDI strategic agenda
  5. Facilitate a communication process between the OVPED, EDICC and CSE
  6. Coordinate CSE responses to EDI consultations
  7. Develop and manage the College contribution to the [Gender Equality Action Plan](https://www.nuigalway.ie/genderequality/genderequalityactionplan/)
  8. Advise on Athena Swan applications and monitor implementation of Athena SWAN Action Plans
  9. Develop implement and monitor EDI initiatives in Teaching, Research and Contribution to Society activities to raise the profile of EDI (liaising with relevant CSE committees and other stakeholders including; staff and students, alumni, local community groups, industry, NGOs and national organisations etc.)
  10. Develop implement and monitor EDI equality of opportunity and respect for diversity initiatives (liaising with relevant CSE committees and other stakeholders)
  11. Review Workload Allocation Models (WAMs), advise on shared principles and monitor application of shared principles and alignment to the University Guidance and Principles WAM policy
  12. Provide support for training in EDI related matters
  13. Maintain a public website to communicate EDI activities and initiatives

1. **ROLE**

The role of the Committee is to enable the CSE to address, promote, maintain and support equality, diversity and inclusivity values. The overarching goal is to embed a culture of respect with appropriate access to science and engineering education and research, irrespective of personal characteristics and encourage staff and students to fully contribute, develop and flourish thereby maximising their potential. The Committee will;

* 1. Carry out its responsibilities and provide direction from and input into the CSE and University strategic direction and leadership
  2. Be the formal mechanism by which the CSE can oversee its processes for providing equality of opportunity for current and/or prospective staff and students on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
  3. Inspire its students and Academic, Professional Services, Technical and Research staff to embrace the EDI values – to be kind, caring, safe, respectful and responsible, and to value each other. These values are pivotal in the delivery process of quality services to ensure an optimum student and staff experience.
  4. Support the network of School/Unit EDI Directors and Athena SWAN Champions, who will liaise with members of the EDI Network to raise awareness of EDI issues within their School/Unit.
  5. Highlight and celebrate EDI success

1. **PURPOSE**

The purpose of the Committee is to embed EDI values into teaching, research and contribution to society activities involving students and staff. In particular, the Committee will advise and liaise with the CSE to fully integrate EDI into the operational and decision-making processes through;

* 1. Ensuring that its public and private stakeholders (i.e. current and future students and staff, alumni, schools, research agencies, industry and private partnerships and academic colleagues) across the globe can make themselves aware of CSE EDI values and are able to access educational information about science and engineering opportunities.
  2. Supporting the CSE in the review and development of inclusive practices and the promotion and integration of EDI values within the CSE in order to; improve the student and staff campus experience, provide inclusive and accessible education services, improve the gender balance across staff and students and create a respectful, diverse and inclusive workplace environment.
  3. Providing a facility for staff and student suggestions
  4. Advising the CSE on how to address diverse staff, student and community EDI needs to ensure fair treatment and equality of opportunity for all.
  5. Making recommendations on EDI issues which may arise within CSE
  6. Actioning ED&I improvements, updates and issues through an agreed work plan/schedule which consists of priorities that link to NUI Galway’s strategic direction.
  7. Supporting the CoSE within the context of the University’s statutory obligations in respect of EDI.
  8. Harnessing insights and ideas across the CSE to incorporate into improving policies and working practices.

1. **Membership**

The membership inclusively comprises representatives from all categories of staff (academic, professional services, technical and research) including contract staff, 2 Student Union nominated student representatives (post graduate and undergraduate), 3 central representatives (HR, Network and OVPED). The composition of the Committee, will be appropriately gender represented. The Committee will encourage all members to participate in appropriate equality and diversity training. In general, committee members will sit for a term of no more than three (3) years. The Chairperson of the Committee shall be the Vice Dean of the CSE or the Vice Dean’s nominee. Members will have equal voting rights. When relevant, the Chairperson has the casting vote. Membership of the Committee shall be reviewed annually by the Chairperson in consultation with the Committee and changes as required shall be recommended to the College Board.

1. **COMMITTEE EFFECTIVENESS**

The Committee’s effectiveness will be monitored through;

* 1. An annual audit of attendance.
  2. The publication of meetings minutes.
  3. Progress against the CSE EDI strategic plan and Institutional GEAP and overall objectives.
  4. EDI initiatives and training

1. **COMMITTEE ADMINISTRATION**

The administration of the Committee is as follows:

* 1. Meetings dates will be organised by the CSE office
  2. The agenda and related documents will be circulated prior to the meeting
  3. Administrative support for minute taking will be provided by the College office.
  4. The Committee may, from time to time, arrange for working groups (including co-opting onto working groups where deemed necessary) to consider specialist issues and bring forward recommendations to the Committee.

1. **MEETING FREQUENCY AND QUORUM**

The Committee will normally hold meetings prior to the CSE College Board (or as often as is necessary to complete its business or to deal with urgent matters). The Committee will meet at least four times per year.

In the event that it is not practical to hold a meeting such as due to the urgency of the matter in question, the Chairperson may arrange for an item to be circulated to members for their views and decision. Such decisions must be ratified at the next meeting of the Committee. In exceptional circumstances, the Chairperson may make decisions where the importance and urgency of a matter precludes consulting all Committee members. Such decisions must be reported to the Committee in writing without delay and included on the agenda of the next Committee meeting. The Chairperson may call additional meetings at their initiative or at the request of two members. The Committee may also invite any or other person to attend any meeting(s) of the Committee, as it may from time to time consider desirable, to assist the Committee in achieving its objectives.

A quorum of 11 members is required to be present to enable the Committee to undertake its function. This is to include the Chair plus 10 others.

1. **AUTHORITY**
   1. The Committee shall operate under delegated authority from the CSE Board, which is ultimately responsible for all matters relating to EDI.
   2. The Committee may consider/review any matters falling within its terms of reference, calling on whatever resources and information it considers necessary to do so.
   3. The Committee is authorised to seek reports/updates/documents relevant to the work of the committee to be submitted in a timely fashion to enable it to discharge its responsibilities.

**11. OPENNESS AND TRANSPARENCY**

The minutes from each meeting will be published on the CSE ishare intranet following approval by the CSE Board.

**12. REVIEW**

The Committee will review its output, working methods and terms of reference annually. Changes to the Terms of Reference must be agreed by a Committee majority.

*24 September 2020*