Diversity and Inclusion Committee

Terms of Reference

1. Context

One of the key values in The Australian National University Strategic Plan 2018-2021 is that:

“We are inclusive, open and respectful, reflecting the diversity of our nation.”

The Plan also has at its core, ‘The Need for Change’. One of the five areas identified as a Need for Change is Achieving Equity – Within ANU and in Society. This includes increasing opportunities for students from all walks of life to attend the University, and addressing gender bias amongst students and staff.

In order to address issues of gender diversity, the University has committed to achieving an Australian SAGE Athena SWAN gold award, starting with a Bronze Award by 2019 and a Silver Award by 2021. It has also committed to an increase in the proportion of commencing domestic undergraduate students from low SES, Indigenous, regional, and remote backgrounds so that it equals the national population share.

In response to the ANU Strategic Plan, ANU College of Engineering and Computer Science (CECS) has established its own Strategic priorities including:

CECS09 Appoint an AD-DI, with responsibility for developing and overseeing an evidence-based strategy for diversity and inclusion with a specific focus on indigenous engagement and the attraction and retention of female staff and students. Including initiatives such as Athena Swan/SAGE program; ensuring all college/school events have 50:50 target of female participation

CECS11 Introduce strategies that address the gender issues within STEM disciplines. Specifically, initiatives such as 30% (or minimum 2) women shortlisting and “if not, why not” reporting.

The College Diversity and Inclusion Committee has been established to support the College in meeting its commitments to fostering inclusive access to education, promoting staff diversity through recruitment and support, and creating an inclusive and safe work environment where all staff are treated with respect.

2. Terms of Reference

The CECS Diversity and Inclusion Committee (the Committee) will advise the Dean through the Associated Dean Diversity & Inclusion and will:

- Propose, develop and oversee implementation of evidence-based initiatives aimed at achieving the diversity and inclusion strategy of the College;
- Discuss matters brought forward by the Dean or members in relation to equity, diversity and inclusion and facilitate broader discussion on these issues within the Colleges;
- Collect, analyse and synthesise data relevant to equity and diversity issues in the Colleges, including both teaching and research data, and propose strategic interventions based on that data;
- Develop and deepen evidence-based expertise in relevant diversity and inclusion matters in the College;
• Develop College-wide guidelines relating to diversity and inclusion issues;
• Develop and curate a web page promoting the Colleges’ activities in, and commitment to, this area;
• Provide a clear pathway for communication from members to central areas, and vice-versa, that address diversity and inclusion; and
• Other matters as referred by the Dean

3. Frequency of the meetings

The Committee will meet no less than four times per year, the dates being determined by the Chair.

4. Membership

The Committee will be composed of
1. Associate Dean (Diversity and Inclusion), Chair
2. College Human Resources Manager
3. College AD-HDR or AD-E
4. Diversity and Inclusion Coordinator from each School or Institute
5. One additional College professional staff member
6. One additional College academic staff member
7. College Early Career Academic representative
8. One HDR student representative
9. One postgraduate coursework student representative
10. One Undergraduate student representative
11. Other representatives as determined by the Dean from time to time

The committee will be composed to ensure an appropriate diversity of gender, career seniority, age, nationality and any other designator that the Dean determines

5. Term of Appointment

a) The term of appointment of each member of the Committee other than those mentioned below is to be 2 years, and may be renewed.
b) The term of appointment of members listed above as 7 and 8 is to be one year, and may be renewed.
c) Absences of a member from more than two consecutive meetings will trigger a review of their membership by the chair.

6. Responsibilities and roles of the Chair

The Chair of the Committee is responsible for:

i. Convening all meetings of the Committee and preside those at which he or she is present.
ii. The Chair must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.
iii. The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.
iv. At a meeting of the Committee, the Chair has a deliberative and a casting vote.
7. Responsibilities and roles members

Members of the Committee are responsible for actively, effectively and efficiently contributing to the Committee achieving its functions.

8. Quorum

The Committee is quorate when the following are present:

- Chair
- One member of academic staff of the College in addition to the Chair
- One member of professional staff of the College
- Two students of the College

9. Review

These terms of reference, including the composition of the committee, will be reviewed every two years, or at an earlier date if required, with the review triggered by the College Dean

Effective: 3 April 2018