

Diversity, Equity, & Inclusion (DEI) Committee

The DEI Committee will consist of up to 12 voting members with equal voice and value, appointed by the Director. It will ideally include members of the faculty, the staff (administrative and research), postdoctoral scholars, and students (graduate and undergraduate). The Associate Director and a staff member with duties to support diversity, equity, and inclusion (DEI) activities in SAFS will serve as *ex officio* members, with no time limit. The committee will reconstitute every year, but members can volunteer to remain on the committee to have continuity of membership. The membership term will be September 16–September 15, with the bulk of committee activity taking place during the autumn, winter, and spring quarters.

A first call for nominations will be made in Spring quarter and a second call again in the fall if open positions remain. An *ad hoc* advisory committee consisting of the DEI Committee co-chairs and the *ex officio* members will review nominations and provide the Director with advice regarding the qualifications of each nomination. The decision regarding membership by the Director will take into account the need for broad representation across the School, expertise related to activities planned for the coming year, existing involvement in DEI activities in the School, the recommendations from the *ad hoc* advisory committee, and the existing duties and responsibilities of the nominees. Best efforts will be made to avoid appointing members with supervisory relationships and/or any other relationship that might present a conflict of interest.

In Spring quarter, the SAFS Director will appoint a faculty co-chair for the upcoming academic year. At its first meeting each academic year, the DEI Committee will elect a second co-chair from the non-faculty members. Generally, co-chairs are individuals with experience working on committees, an understanding of how academic institutions function, and knowledge of relevant DEI issues. The DEI Committee can establish its own rules of procedure, including how it communicates with the School and its Administration. If for any reason a member is unable to contribute to the work of the DEI Committee for more than a quarter, a replacement member may be appointed using the process outlined above.

The DEI Committee shall have the following charge:

1. Communication
 - a. Advise the School Director and Administrator on ways to promote DEI and create a supportive and respectful climate for all. This charge is led by the committee's co-chairs.
 - b. Develop and implement an effective communication strategy to keep the SAFS community informed on progress and initiatives related to DEI. Committee members will work together to help engage each of their own peer groups.
 - c. Identify one or two of its members as a member or members of the College of the Environment Diversity Committee and members as needed to serve as liaisons on *ad hoc* DEI-related committees and/or other DEI-related task forces.
2. Action
 - a. Identify policies and activities that will improve DEI for the broader SAFS community.
 - b. Support the implementation of policies and activities to improve DEI in

SAFS.

- c. Identify approaches to determine the extent to which SAFS is achieving DEI objectives.
- d. Produce a year-end report of accomplishments, lessons learned, and/or list of projects that will continue in the subsequent term.

A quorum of two-thirds of the standing committee should be present to conduct business. The process of making decisions on important topics (such as public actions or announcements) is done through voting on a motion. Committee members will be given the chance to discuss and debate a motion in a committee meeting, and subsequently the motion may be put to a vote. For a motion to pass, a simple majority of all standing committee members must vote in favor of the motion. Voting can either be in-person at a meeting or via email. All committee members have the right to vote (including *ex officio* members). The public is welcome to attend committee meetings and participate in discussion but will not have voting privileges. The results of any advisory votes will be communicated to the SAFS Director along with the nature of the preceding discussion.