Equity & Inclusion (EI) Committee

The EI committee will consist of up to 12 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), and members can serve for up to three years. 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 continue to be a member of the committee for up to three years to have continuity of membership. The membership term will be September 1 – August 31. A call for nominations will be made in Spring quarter. An *ad hoc* advisory committee consisting of the Associate Director, the School Administrator and members of the EI committee who are not requesting re-appointment 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.

At its first meeting each academic year, the EI committee will elect a chair and vice-chair or two co-chairs from the members. The chair or co-chairs will be a faculty, staff member, and/or postdoctoral scholar. The EI 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 EI committee for more than a quarter, a replacement member will be appointed using the process outlined above.

The EI committee shall have the following charge:

1. Communication
   a. Advise the School Director and Administrator on ways to promote diversity and create a supportive and respectful climate for all. This charge is led by the committee’s chair and vice-chair or co-chairs.
   b. Develop and implement an effective communication strategy to maintain 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 that will improve diversity, equity and inclusion for the broader SAFS community.
   b. Support the implementation of policies to improve diversity, equity and inclusion 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 will be put to a vote. For a motion to pass, at least two-thirds of the quorum (i.e., members present at meeting) must vote in favor at a meeting, or two-thirds of the standing committee must vote in favor by email. All committee members have the right to vote (including ex officio members). For any advice to the Director resulting from voting will be presented and the nature of the discussion.