



## **Faculty of Science Equity Committee**

April 2017

### ***Vision***

An inclusive and diverse Faculty, where staff and students from all backgrounds are valued, supported and have real and meaningful opportunities for participation and success, without the operation of implicit or explicit bias which can result in discrimination. Where Māori and equity groups are fully represented across student and staff bodies, and have access to resources that will help them flourish within the FoS.

FoSEC aims to facilitate the achievement of this vision through the implementation of policy and practice to achieve it, and to monitor progress towards the achievement of this vision.

### ***Terms of Reference for Faculty of Science Equity Committee***

FoSEC ToRs will comply with the general guidelines and terms of reference for Faculty Equity Committees established by Te Ara Tautika/Equity Office.

The FoS Equity Committee will meet 5-6 times each year; a quorum will consist of six members

### ***FoSEC Membership***

Membership to include:

- Chair (Associate Dean, Equity)
- Deputy Chair (Committee member)
- Kaiārahi
- Director Faculty Operations
- Representative of each School/Department in the Faculty (chosen by Academic Head)
- Professional staff representative(s) (1-2)
- Key student support/advisor role(s) (1-2)
- Rainbow Science representative
- Women in Science network coordinator
- Student representatives: UG Women in Science Network; SciSoc; Postgrad (PGSSCC)
- Postdoc representative
- Faculty HR

In general, members will be expected to serve a two-year term, with rolling dates of changeover, unless a different term is designated by a particular role.

### ***General Activities and Expectations for FoSEC Members***

In line with the general vision for an enlivened, invigorated and safe environment for all within the FoS, where diversity, inclusivity, equity and social justice are normalised as part of the everyday environment and conversations, the following is expected of FoSEC members:

- To actively contribute to FoSEC meetings – including raising agenda items, and representing perspectives from their areas.
- To proactively communicate outcomes and issues of each FoSEC meeting, and other

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communications from the Chair, back to their relevant staff meetings or areas.

- To be active spokespersons for equity within the Faculty and in particular their 'home' area – Professional Staff domain or Academic School/Department.
- To raise equity issues locally – and to gather feedback, questions and issues related to equity issues to feed back to FoSEC.
- To set up an equity working group within their local area to address equity locally, in communication with the broader Faculty and FoSEC.

*Sub-committees:*

- Equity Initiative Fund Assessing and Reviewing Subcommittee (four members, including the Chair)

*Administrative support:*

- Compilation of agenda, apologies and distribution of agenda and minutes by Faculty Administrator.
- Rotating responsibility across members to take minutes during the meeting, and write up for distribution shortly thereafter.

***Key Relationships and Communities of Interest***

*Faculty of Science:*

- Dean, Deputy Dean and Associate Deans; Faculty senior management team
- Students, Academics and Professional Staff in the FoS who have membership of one or more equity groups at UoA, and/or identify as Māori (refer Te Ara Tautika/Equity Office website)
- Kaiārahi
- Māori and Pacific Governance Group
- Faculty of Science Director of Operations (committee member)
- Human Resources, FoS (committee membership)
- FoS communications team

*University of Auckland:*

- Other Faculty Equity Chairs/Committees
- UoA Equity Community of Interest
- Pro Vice Chancellor, Equity
- Pro Vice Chancellor, Māori
- Director, Pacific Reference Group
- Te Ara Tautika/Equity office

***Planning, Reporting and Communications***

*FoSEC Chair/Associate Dean Equity*

- Works closely with the Dean, Associate Deans and Director Faculty Operations on equity matters, including equity planning, initiatives and reporting
- Contributes to Faculty annual and strategic planning, as well as budget setting
- Reports to senior faculty management and academic leaders through FoS Executive Committee

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- Reports to all FoS staff through FoS Meetings
- Communicates equity stories and successes through various communications channels
- Reports to Te Ara Tautika/Equity Office through annual equity reporting mechanisms

*Distribution of minutes:*

- Dean
- FoS Associate Dean, Academic
- FoS Staff meetings
- ProVC, Equity
- Equity Community of Interest