



Equity, Diversity, and Inclusion (EDI) Awards Committee Terms of Reference

Purpose

The purpose of the EDI Committee is to contribute to the development, implementation and evaluation of an institutional awards program designed to recognize and celebrate students, faculty, staff and alumni who advance equity, diversity, inclusion, decolonization and Indigeneity at the University.

Mandate

Specifically, the committee will:

- Provide input into the development, implementation, and evaluation of a formal EDI awards program.
- Establish a nominations process, review the nominations received and make recommendations to the Vice-President, People, Equity and Inclusion based on the established awards criteria.
- Participate in the annual EDI Recognition Awards Reception

Composition

- Director, Organizational and Leadership Development (chair)
- One (1) manager
- One (1) academic leader
- Three (3) members at large from three different employee groups
- Two (2) students at large, one (1) undergraduate and one (1) graduate

Terms of Office

All committee members will be appointed to a 2-year terms and up to 3 members will be renewed for an additional year to ensure that not all of the members' terms expire in the same year.

Meeting Frequency

The committee will meet a minimum of three (3) times per year or more frequently as deemed necessary by the group. The business of the Committee may also be conducted electronically by e-mailing required documents, if applicable, to all members and seeking responses electronically.

Quorum

A quorum of fifty percent (50%) plus one (1) must be met to conduct the business of the Committee.

Conflict of Interest (nomination review process)

Conflict of interest can be defined as any situation in which a member of the committee has a private or personal interest that may compromise or appear to compromise the judgement/objectivity of the member when exercising their responsibilities. It can include situations in which the committee member:

- Nominates an individual for an award
- Is nominated for an award
- Supervises and/or works in the same department as a nominee; or
- Has knowledge about a nominee that may influence the objective participation in the awards nomination review and selection process.

In accordance with the University of Windsor's Senate by-laws, in the event of a conflict of interest, the committee member will:

- Disclose the general nature of the conflict prior to the consideration of the matter at the meeting
- Not take part in the discussion, nor the voting on the matter involving the conflict; or
- Leave the meeting for the portion of the meeting where the item is discussed and voted on.

Decision Making Process

Discussions and decision making will be conducted in an informal atmosphere. The EDI Awards Committee will strive to operate by unanimous consent or by majority. Majority is defined as 50 % plus 1 of the members present at the meeting.

A formal voting process will only be required when selecting award recipients. In this case, voting will be in the form of a "show of hands". Should the first round of voting result in a tie, the committee will discuss the short-listed nominations a second time, followed by a second round of voting. If a tie cannot be broken, the committee will defer the selection to the Vice-President, People, Equity & Inclusion (VPPEI).

Meeting Agenda and Notes

A meeting agenda, supporting documents and any preparatory work will be circulated to the group 1 week prior to the scheduled meeting.

Informal meeting action notes will be circulated which will include attendance, high level overview of the agenda item and emerging actions and decisions.

The Committee will be required to submit a report to the VPPEI annually, outlining the outcome of the EDI Awards nomination review and selection process.

Meeting Guidelines

The work of the group will be conducted in a manner that fosters openness, communication, and respect. To achieve this, working group members are asked to adhere to the following guidelines:

1. We have a shared responsibility for the team process and the work of the group.
2. We will respect the opinions of all members and treat each other with respect.
3. We will actively contribute to the discussions.
4. We will keep an open mind to new and different ideas.
5. We will respect the confidentiality of all discussions.
6. We will use open and honest communication with each other.

Approval:

Terms of Reference approved November 7, 2022

Reviewed and revised January 16, 2023