

## Educational & Employment Equity Committee (EEEE) Terms of Reference



**Publication Date:** Effective date: July 29th 2009

**Next Review Date:** June 2015

**Office of Accountability:** Diversity & Equity Initiatives

**Administrative Responsibility:** Director, Diversity & Equity Initiatives

**Approver(s):** President

### Preamble

The Ontario College of Art & Design University (OCAD U) envisions a climate in which students and employees work and study in the best possible conditions. This vision is based on the university's values of diversity, equity and inclusion, and excellence in art and design. OCAD U acknowledges that diversity includes any aspect of an individual that makes them unique.

### Statement of Commitment

OCAD U is committed to fostering a community of students, employees and alumni who make significant contributions as cultural leaders, educators, innovators, creative thinkers and strategists in the field of emerging technology and in the art and design professions. The university will establish employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment. It is important to note that creating a respectful and inclusive work and learning environment is a responsibility of every student and employee at OCAD U.

### Type of Committee

This is an advisory committee to the President and the Board of Governors.

### Definition

**Assessor-** An individual appointed to the committee usually for special knowledge in a particular area. Because an Assessor has special knowledge in some field, they will serve as an internal consultant to the group.

### Mandate

The EEEEC shall;

1. Develop a comprehensive diversity plan, identify benchmarks, monitor and report progress made in faculties, departments and divisions to the President annually.
2. Identify equity and diversity issues pertaining to the needs of students and employees as well as review and recommend policies, procedures and practices for diversity and inclusion across campus.
3. Review and monitor compliance with all related legislative and reporting requirements including but not limited to Accessibility for Ontarians with Disabilities Act (AODA), Employment Equity under the Federal Contractors Program.
4. Monitor and report progress against OCAD U's strategic plan, NSSE benchmarks and Multi-Year Accountability Agreements (MYAA) filed with the Ontario government.
5. Implement measures to ensure that its members are well informed and trained to act in an advisory capacity.
6. Recommend Institution wide initiatives based on the Directors of Diversity & Equity's annual report and submit committee's proposed budget needs for its activities.
7. Encourage research relevant to diversity and equity issues and make recommendations to Senate on diversifying the curriculum and teaching.
8. Review recruitment and retention strategies and make recommendations towards more inclusive hiring practices, and other employment equity related policies, initiatives and procedures.
9. Review and advise on campus built environment and infrastructure for compliance with set accessibility standards.

10. Liaise with Admissions, Recruitment and Retention Committee, a sub-committee of the Senate to address recruitment and retention strategies for underrepresented student groups.

### **Membership**

- The President
- Vice-President, Academic
- Vice-President, Finance & Administration
- 1 representative from the Board of Governors (External member appointed by the Board/Chair of the Board)
- 4 Associate Deans (one from each faculty - Art, Design, Graduate Studies and Liberal Arts & Sciences )
- Chair, Senate
- 2 students (nominated by OCADUSU, and Graduate students )
- Manager, Centre for Students with Disabilities -Assessor
- Director, Human Resources- Assessor
- Director, Diversity & Equity Initiatives- Co-Chair and Assessor
- 2 persons (internal or external) co-opted annually by the committee to ensure expertise (recommended by assessors and appointed by the President)
- 1 Faculty representative appointed /elected by the OCAD U Faculty Association (one year term)
- 1 Staff representative appointed/elected by OPSEU, Local 576 (one year term)
- Director, Aboriginal Visual Culture
- Associate Vice President Students

### **Term of Office**

#### ***Permanent members***

- The President
- Vice President Finance & Administration
- Vice President Academic
- Associate Vice President Students
- 4 Associate Deans
- Manager, Centre for Students with Disabilities
- Director, Human Resources
- Director, Diversity and Equity Initiatives
- Chair, Senate
- Director, Aboriginal Visual Culture

#### ***Two year term***

- 1 representative from the Board of Governors
- 2 persons co-opted annually by the committee to enhance committee expertise

#### ***One year term***

- 1 Faculty representative appointed /elected by the OCAD U Faculty Association
- 1 Staff representative appointed/elected by OPSEU, Local 576
- 2 students nominated by

### **Meetings**

The committee shall hold at least 4 meetings in a year – June 1<sup>st</sup> to May 31<sup>st</sup>

### **Co-Chair**

The President shall appoint a chair for no more than two consecutive terms to serve in a co-chair capacity with the Director, Diversity & Equity Initiatives.

**Administrative support**

The assistant to the Director, Diversity & Equity Initiatives shall provide the EEEEC with administrative support.

**Appointments**

Formal appointment to the EEEEC is done by the President.

**Quorum**

The quorum is 50% plus one (1).

**Signed-**

**Sara Diamond, President**