

TERMS OF REFERENCE SFUFA EQUITY COMMITTEE

The SFUFA Equity Committee is committed to a collaborative and consultative process with the SFUFA Executive, Bargaining Committee, Academic Women, and other University committees, and to represent constituents to the relevant administrative bodies, including, but not limited to the Salary Equity Implementation Committee and successor committees.

1.1 The purpose of these Terms of Reference is to provide guidance to the Equity Committee (the Committee) to carry out its business in accordance with the Constitution, Bylaws, and Policies of the Simon Fraser University Faculty Association (the Association), the evolving framework of the Collective Agreement, and in legal compliance with provincial and federal human rights law.

2.0 Mandate

- . 2.1 The Committee is an Adhoc Committee of the Association.
- . 2.2 The mandate of the Committee shall be as follows:
 - 2.2.1 Monitor equity issues, propose policy changes, and undertake appropriate initiatives on behalf of the membership. This will include but not be limited to collecting data and identifying areas where data is needed regarding issues of equity and preparing reports for the SFUFA Executive Committee and the General Membership. The Committee will consult with Members, and it will bring anonymous complaints, group complaints or perceptions of other systemic inequity embedded in SFUs academic working culture to the attention of the Executive Committee; issue an annual report at the SFUFA AGM; and bring to the SFUFA Executive any special issues with respect to inequities of any equity designated groups, as defined by the Canadian Charter of Rights and Freedoms.
 - 2.2.2 Consult with other Canadian universities on equity issues and prepare comparative reports for the SFUFA Executive Committee, when relevant.
 - 2.2.3 Promote awareness of equity issues.
 - 2.2.4 Work with appropriate SFU, BC, and/or National equity or equity-designated committees/groups, as needed.

- 2.2.5 [**Here there was some discussion about these committees and how to phrase this as we currently don't have a Grievance Committee etc**]
Coordinate on equity issues with Association Committees tasked with bargaining and upholding the Collective Agreement in such areas, for example but not limited to, appointments, promotions and tenure, workload, pensions, and any other issues that will be dealt with under the collective bargaining agreement, and refer individuals experiencing difficulties to them as appropriate.
 - 2.2.6 Represent the Association on appropriate SFU committees.
 - 2.2.7 Serve the Association as expert consultants on issues of equity.
- . 2.3 The SFUFA Executive Committee may by resolution refer additional duties to the Committee.

3.0 Authority

- . 3.1 The Committee may make recommendations to the SFUFA Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.
- . 3.2 The Committee may request to meet with the SFUFA Executive Committee or Officers.
- . 3.3. The Committee may seek input from experts and SFUFA Members.
- . 3.4 If the Committee deems it appropriate or the subject matter requires it, the Committee may take issues to the General SFUFA Membership.

4.0 Membership

4.1 SFUFA members shall elect one representative from each Faculty, one representative from the Library, one representative from the Academic Women's Committee, and one member of the SFUFA Executive. The Committee may appoint at-large members to the Committee, taking due consideration to representation from all ranks and designated equity groups, as defined by the Canadian Charter of Rights and Freedoms. A member of the Committee must be a member in good standing of SFUFA.

4.2 Members will normally be elected for three-year terms with possible exception to allow for succession and staggering, as deemed appropriate.

4.3 The Committee shall:

4.3.1 Elect a liaison to the Executive Committee, should there be no SFUFA Executive member also acting as member of the Equity Committee.

4.3.2 Elect A Chair and a Deputy Chair. The Chair and Deputy Chair are elected annually and can hold no more than two (2) consecutive terms.

4.3 A member of the Committee may resign by providing notice in writing to the Committee Chair and to the SFUFA President.

4.4 After seven (7) days notice to the Members of a vacancy on the Committee the Executive Committee may appoint a Member to fill such vacancy. If more than one Member expresses interest in appointment to the Committee the Executive Committee shall run an electronic vote.

5.0 Meetings

- . 5.1 The Committee may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- . 5.2 Notwithstanding section 5.1, the Committee shall meet in person at least semesterly.
- . 5.3 The Chair shall preside at all meetings, and if neither the Chair nor the Deputy Chair are present the Committee may select an acting Chair from among its members.
- . 5.5 The Committee may invite SFUFA members and guests to attend meetings as needed.

6.0 Reporting

- . 6.1 On an annual basis the Committee shall identify priorities, deliverables and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee as part of the Committee Plan.
- . 6.2 The Committee shall keep records of its meetings, decisions and recommendations.

- . 6.3 The Committee shall report to the Executive Committee at least annually by delivering a written report to the Executive Committee and presenting the report at the Annual General Meeting.
- . 6.4 The Committee may expect administrative support from the Association to fulfill the reporting obligations in Section 6.0, and may request additional support when needed.