

TERMS OF REFERENCE : SFUFA EQUITY COMMITTEE

(updated April, 2020)

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.

1.0 Purpose

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 SFU's 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 Coordinate with the Association Executive on equity issues relating to

bargaining and upholding the Collective Agreement in such areas as, 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 the Executive as appropriate.

2.2.6 Represent the Association on appropriate SFU committees when possible.

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 five at-large representatives and a representative from Academic Women. The Committee may appoint at-large members to the Committee, taking due consideration of 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. The Committee may also strike an Equity Advisory Committee open to all SFUFA members when deemed necessary by the Committee.

4.2 Members will normally be elected for two-year terms when possible, with an exception to allow for succession and staggering if deemed appropriate.

4.3 The Committee Chair shall be elected as the Director, Human Rights and Equity on the SFUFA Executive through the Association Executive election process;

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, meet remotely, adjourn and otherwise regulate their meetings and proceedings. Typically meetings will be held monthly.

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 the Chair is not present the Committee may select an acting Chair from among its members. Should the need arise for an acting Chair beyond a single meeting, the SFUFA Executive may invite the Acting Chair to provide a report in the Chair's absence.

5.4 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.