

## Scope and Purpose

The St. Jerome's University Equity, Diversity, and Inclusion Steering Committee (EDI-SC) is a permanent committee reporting to the President of St. Jerome's University. A commitment to equity, diversity, and inclusion is an important expression of a Catholic institution's commitment to the dignity of the human person and, as such, this committee is key to St. Jerome's mission. The primary responsibility of the committee is to provide oversight and accountability to ensure that the recommendations of the [President's Advisory Group on Equity Diversity and Inclusion Phase II Action Plan](#) are implemented. In doing this work, the committee may identify matters related to policy, governance, or organizational culture that require institutional level oversight. The EDI-SC is responsible for dispersing any budgetary funds allocated to implementation of the report's recommendation by the institution during the annual budgeting process or as identified as part of a donation for this purpose. The EDI-SC also is responsible for any efforts to collect data on matters related to equity, diversity, and inclusion. When the Phase II Action Plans have been successfully implemented the EDI-SC will work in conjunction with the President to establish a process for a strategic planning initiative to determine new priorities for the committee to focus on.

In the course of doing its work the EDI-SC will invite other university leaders with oversight and responsibility for areas named in the Phase II report to share with the committee how progress is being made towards implementation. The EDI-SC will work with the relevant senior leader if there are areas of concern identified by the EDI-SC that would impact the likelihood of successfully implementing the Phase II report recommendations.

The EDI-SC works in partnership with and benefits from the guidance of the Office of Equity, Diversity, Inclusion & Anti-Racism at University of Waterloo, the St. Jerome's Indigenous Advisory Circle, the Office of Indigenous Relations at the University of Waterloo, and other offices charged with supporting inclusive excellence.

The EDI-SC does not:

- Approve or review all EDI work at the institution. In all areas of the university employees, offices, and committees have the ability to do EDI work relevant to their portfolios in consultation with their manager/senior leader. Such work benefits most from expertise generated by relevant professional associations and disciplinary experts but the EDI-in-Action Group(EDI-A) may be a source of support for early idea brainstorming and feedback.
- Plan events or communications campaigns related to significant dates for members of minoritized or equity-deserving groups. Folks with an interest in being involved in planning for such events or who wish to propose a new idea related to such an event may work with the EDI-in-Action Group (EDI-A).

## Membership

- A Chair who is also a voting member of the committee
- The Vice President Academic and Dean (ex-officio, voting)

- The Director of Human Resources (ex-officio, voting)
- A Full Time Faculty Member elected by the St. Jerome's University Senate Council for a 1-year term
- A Contract Academic Staff Member elected by the Contract Academic Staff of the University for a 2-year term. This member shall be compensated in a manner allowed for by the Collective Agreement.
- A Staff Member elected by the Staff of St. Jerome's University for a 3-year term
- A Student Member selected according to a protocol decided by the St. Jerome's University Students Union.

### **Protocols**

1. Elections for the Committee shall generally take place in May with appointments running September 1 to August 30 except when a committee vacancy requires an election on a different timeline
2. To ensure continuity, the Chair shall normally be one of the two ex-officio members but if neither ex-officio member is available to serve the Chair shall be voted on by all members of the group
3. The Committee meets monthly at a standard time determined by members' schedules. Given the nature of the group's work and the emphasis on collaboration the group endeavors to meet in person whenever possible but provides an online option where it is needed.
4. The Committee generally works towards consensus but may elect to put matters to a vote where necessary to address an impasse. In any voting matters, the vote shall be conducted by secret ballot and decided based on a majority vote (4 of 6 members). A tie vote shall be reported to the President who may elect to break the tie or refer the matter back to the committee for further discussion.
5. The Committee shall provide an oral report to the SJU Assembly at least once per academic year and shall provide an annual written report for the President who may report or delegate the reporting of the results to other stakeholder groups.