

Academic Affairs Climate and Diversity Committee (AACDC)

Committee Structure and Membership

Updated April, 2016

Rationale for Structure and Membership

The 2012 Climate Survey provided valuable information about the climate for diversity in the Division of Academic Affairs (DAA). Review of the survey data also generated thoughtful discussion in the Division's Climate and Diversity Committee (AACDC) regarding the composition of the committee itself.

The committee membership was originally composed of representatives from each of the major units in the DAA, with additional membership from Academic Services to include resource persons from Academic Affairs Business Services and Data and Research Services. Each unit selected their own representative. In Spring 2013, after completing the 2012 Climate Survey report, AACDC members requested a revision of the committee structure and members so that it would better reflect the diversity of the DAA and engage more DAA colleagues in the important conversations related to developing reports and action plans. The existing structure was endorsed by the Office of the Provost in July 2013. Updates reflect organizational and other changes in Academic Affairs.

Steering Committee Composition, Appointment, and Terms of Service

Members of the AACDC Steering Committee shall be comprised of representatives of non-academic units reporting to the Provost and are appointed by the leaders of each unit other than the Vice President and Associate Provost for Diversity (VPD). As of September 15, 2015, the VPD is excusing itself from the AACDC Steering Committee because of the challenges for staff who are instrumental in the Diversity Operations Committee, the Council on Climate and Diversity, and the Accountability Report processes. Staff from the VPD may serve on sub-committees of the AACDC. Those units with representation on AACDC include:

- Associate Provost for Graduate and Professional Studies
- Associate Provost for Undergraduate Studies
- Associate Vice President for Academic Services (2)*
- Associate Vice President for External Relations
- Dean of Faculties and Associate Provost
- Vice President for Research Office
- Vice Provost +,(consists of Vice Provost, Associate Vice Provost for Academic Affairs, and Associate Vice President for Administration and Academic Affairs)

*Due to the size and diversity of this unit, two representatives are necessary, and one member should always represent Business Services because of expertise in human resource and other related issues.

Unit representatives will be appointed for up to three years and terms shall be staggered such that one-third of the committee member's terms will expire every year to allow for both continuity and for the

inclusion of new members. Unanticipated vacancies shall be filled in the same manner as an original appointment and the replacement will complete the initial term.

Committee chair(s) shall be appointed by and will report to the Provost's designated committee liaison. The Provost's liaison will also be responsible for monitoring term limits. The Provost's liaison shall have a three year term, but, to promote continuity, the terms of the Provost's liaison and the committee chair(s) should not end during the same year. Furthermore, the past committee chair(s) will serve as mentor(s) to the new committee chair(s) for one year, also to promote continuity.

Rotation Schedule for Unit Representatives

One-third of the members will be scheduled for rotation off the committee every year. As per the random selection of offices that are represented on the AACDC made at the August 6, 2013 meeting, following is the planned rotation schedule.

Members will consult with their unit leaders about recommended representatives to serve on the committee, and diversity in level of responsibility and ethnicity/gender are highly encouraged for their replacements. Current members may be reappointed.

- 1st rotation –September 2016, 2019.
 - *Associate Provost for Graduate and Professional Studies*
 - *Vice President for Research (liaison)*
 - *Associate Vice President for External Affairs*
- 2nd rotation September 2017, 2020
 - *Associate Vice President for Academic Services (1 -- AABS)*
 - *Dean of Faculties and Associate Provost*
 - *Associate Provost for Undergraduate Studies*
- 3rd rotation September 2018, 2021
 - *Associate Vice President for Academic Services (2 - other appointed)*
 - *Vice Provost +*

Subcommittees

To facilitate engagement by staff members within the DAA, it is important to develop a subcommittee structure that will help the AACDC to complete its mission. There are two types of subcommittees, standing and occasional. At least one member of the AACDC will serve on each subcommittee to facilitate communication with AACDC. Additional subcommittees may be created as needed by the AACDC.

- I. **Standing –**
 - Recruitment and Retention Subcommittee – explore issues within the division related to recruitment, hiring, selection, retention, and promotion for all staff, with special emphasis on those identified in the Diversity Plan; two year staggered terms

- Climate Survey Subcommittee – create and implement the survey; draft the report and recommendations; assess past report and best practice for possible changes in next iteration of the survey; two year term to begin 1 year prior to the report due date.
- Benchmarking Subcommittee – create and implement benchmarking survey; draft the report; assess past report and best practice for possible changes in the next iteration of the survey; 9 month term to begin 6 months prior to the report due date.

II. **Occasional** –

- Various others related to implementation of the committee’s charge, official committee report recommendations, Office of the Provost requests, or other projects. This could be a group asked to facilitate a division-wide meeting, focus groups, etc.