

Terms of Reference

Mathematics and Statistics Committee on Equity and Diversity (MSCED)

Updated: December 5th, 2024

Purpose

- 1) The Mathematics and Statistics Committee on Equity and Diversity is a standing committee that works towards ensuring that the department is a safe, respectful and inclusive working and learning environment.

Responsibilities

- 1) To advise the Chair of the Mathematics and Statistics department on matters pertaining to equity, diversity and inclusion.
- 2) To develop guidelines, procedures and educational activities in accordance with the following UVic policies: Human Rights, Equity and Fairness (GV0200); Discrimination and Harassment GV 0205; and Sexualized Violence Prevention and Response (GV0245).
- 3) To provide/create safe spaces for students and members of the department to bring forwards concerns, questions and information pertaining to equity, diversity and inclusion.
- 4) To maintain confidentiality on all discussions of the MSCED unless it is agreed that specific topics should be discussed outside the committee.
- 5) The Chair of the MSCED will liaise with UVic's Academic Advisory Committee on Equity and Diversity (AACED).
- 6) To draft and periodically update the Department Equity Plan and bring forward to the department for approval.

Membership

1. The composition of the committee will include representation from Mathematics and Statistics faculty, staff, **postdocs**, graduate and undergraduate students, and should reflect the diversity appropriate to deal with current equity and diversity issues within the department.
2. The membership will consist of **at least 3 faculty members – at least half of which must be female**, 1 graduate student, 1 undergraduate student, **1 post doc**, and 1 staff member. The Associate Chair of the Department or Undergraduate Program Coordinator is an ex-officio member of this committee.
3. One of the faculty members will serve as Chair and will be appointed by the other members, with not more than one dissenting vote.
4. In September of each year, the Chair of the Committee will ask the staff, **the post doc fellows**, the Graduate Student Union (SIGMAs) and the Undergraduate Student Union (SUMS) to nominate a member to the committee for the Academic Year.
5. Should any position become vacant throughout the year, a call for nominations will be held from the group represented by the vacant position.

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Meetings

- 1) The Committee will meet at least bimonthly over the academic year (September to June).
- 2) The Chair may cancel meetings or call additional meetings as required.
- 3) Summary records of meetings without confidential information will be kept and disseminated to committee members.

Approval and Review

- 1) The Terms of Reference will be reviewed annually by the committee.
- 2) Should any significant changes be made to the Terms of Reference, they will be brought to the department for approval.