



EECC Inclusion and Retention Subcommittee

Terms of Reference

Purpose

The EECC Inclusion and Retention Subcommittee is a subcommittee of the Employment Equity Coordinating Committee (EECC). The purpose of the subcommittee is to enhance the University's inclusion and retention within the area of employment equity.

Authority

The role of the subcommittee is to advise and provide recommendations to the EECC on equity-related matters pertaining to the inclusion and retention of faculty/librarians/AAS members and staff.

Specific Areas of Responsibility The subcommittee will:

- Review employment practices that may impact the retention of staff and faculty/librarians/AAS
- Explore possibilities for increasing the inclusion and retention of specific equity groups
- Increase awareness of collective agreements, benefits, pension, etc. that may impact the inclusion and retention of staff and faculty/librarians/AAS members
- Provide recommendations for the EECC

Composition and Term

The subcommittee membership should include diverse representation, and will consist of:

- The Manager, Employment Equity
- Up to 4 members of the EECC
- Up to 6 members from the University community
- Include representation from staff/faculty with at least 5+ years of service
- Student Representation (if applicable)

Subcommittee members will be invited to serve for two (2) years, with the possibility to renew. The term for student representatives is for one (1) year, renewable in one-year increments. Terms will normally be staggered.

Meetings

The subcommittee shall meet a minimum of three (3) times per year, each meeting to be held at least two (2) weeks in advance of the EECC meeting.

Chair

The subcommittee will be chaired by a member of the EECC committee

The vice-chair will be the Manager, Employment Equity

Reporting

The Subcommittee will report to the EECC through the Chair. The Chair will provide a verbal update of the Subcommittee's work at each EECC meeting and provide written reports on an as-needed basis.

Quorum

A quorum consists of fifty percent (50%) of the membership.

Minutes

The Office of Human Rights, Equity, and Accessibility (OHREA) shall be responsible for ensuring a Secretary is present at each meeting to take minutes if necessary.

Agenda

Except in unusual circumstances, agenda items and supporting documentation should be forwarded to the Manager, Employment Equity. The Manager, working with the chair, has the responsibility for preparing the agenda and circulating it with all supporting documentation no later than seven (7) calendar days prior to the meetings.

Decision Making of the Subcommittee

Decisions and recommendations will be based on the consensus of the Subcommittee.

Meetings will be conducted in accordance with Robert's Rules of Order.

Changes to the Membership and Terms of Reference

Changes to the membership must be approved by the EECC.

Changes to the mandate must be approved by the President's Committee on Diversity and Inclusion (PCDI).

Approval/Review Date

The Terms of Reference were approved on February 7, 2019, and will be reviewed on an annual basis.

Employment Equity Coordinating Committee Reporting Structure

