

CHARTER OR DEI Committee**1 PURPOSE**

The Diversity, Equity, and Inclusion (DEI) Committee is a standing committee within the Office of Research (OR). Its purpose is to encourage and support diversity and equity in the Office of Research at large, to foster an inclusive workplace culture, and to facilitate sharing of best practices across units.

2 SCOPE

In scope. DEI issues related to OR as a workplace and OR research-related trainings and communications, prioritizing the UW's diversity goals and initiatives.

Out of scope. Consideration of issues specific to individual units within OR (including employee complaint resolution processes) and issues related to research activities external to OR.

3 MEMBERSHIP & CHAIR

The members of the Committee are appointed by the Vice Provost for Research (VPR), selected from staff nominated by OR unit Directors. Typically, each OR unit shall have two representatives, with exceptions at the Director's discretion. The primary criterion for selection is to encourage the representation of differing dimensions of diversity characteristics, background, and interests among the members. Representatives serve for a term of two years, renewed upon mutual agreement with the representative, the unit Director and the VPR. The Committee will have a Chair and Vice Chair, each serving in the role for up to a two-year term with the expectation that the Vice Chair will assume the Chair position when that person's term is concluded. The Vice Chair and Chair will be chosen by the VPR through a process of soliciting suggestions from the Committee, confirming the interest of nominees, and consulting with unit Directors.

4 OPERATIONS

The Committee is self-governing, working together to: determine its decision-making process; assign roles (as necessary); form subcommittees; establish its annual goals and work plan; and determine the frequency of Committee meetings. Transparency and open, respectful communication are expected.

5 SPECIFIC RESPONSIBILITIES OF COMMITTEE MEMBERS**Responsibilities to the OR-wide work of the Committee**

- Represent their unit in Committee discussions and quarterly meetings with the VPR
- Identify DEI best practices within OR, disseminate knowledge about these best practices across units in OR and foster partnerships among units
- Identify common areas needing improvement and develop models for making improvements
- Stay aware of evolving DEI-related practices, resources and professional development opportunities at the University and national level
- Organize DEI-relevant events for OR, including speakers, workshops and social gatherings
- Provide recommendations about DEI issues and concerns to the VPR, who has the responsibility and authority for decisions about whether to accept or revise recommendations

- Annually set Committee goals in consultation with the VPR, and contribute unit-level achievements and tracking statistics to an annual summary report for the VPR

Responsibilities to the OR unit represented

- Serve as a liaison to and solicit input from the unit-level DEI committee (if any); for units that do not have a DEI committee, solicit input, suggestions, and concerns from unit staff, involving the unit Director as appropriate
- Stay aware of and facilitate DEI efforts of unit
- Provide direct input on DEI issues and concerns to the unit Director, who has the responsibility to evaluate recommendations for feasibility, work with the Committee if revisions are needed, and integrate accepted recommendations into operational areas
- Encourage DEI awareness among staff in their unit, including regular presentations at unit staff meetings

6 RESPONSIBILITIES OF COMMITTEE CHAIR & VICE CHAIR

The Chair shall be responsible for setting up a regular meeting schedule, setting the agenda, ensuring that there is representation from all units, and ensuring that all representatives have a voice in Committee meetings. The Chair will arrange for quarterly attendance of the VPR at a meeting and will seek advice from OR HR on recommendations under consideration by the committee. The chair will meet monthly with the VPR about Committee work in months when the VPR is not meeting with the full Committee. The Chair will be responsible for reporting to ExCom quarterly and for compiling an annual report of activities and progress on rubrics, which also outlines recommended goals for the coming year. The Chair will have 10% of their salary covered by a central OR budget.

The Vice Chair shall participate in Committee meetings, maintain an awareness of all Committee activities, serve temporarily in the Chair’s place if necessary, assist the Chair in documenting the activities of the Committee, and generally prepare to assume the Chair position.

| Version Number | Posted Date | Implementation Date | Summary of Changes |
|----------------|-------------|---------------------|--------------------|
| 1.0 | 3/8/2022 | 3/8/2022 | New document |