**Sociology Department**

**Equity Committee**

**Terms of Reference**

**1. COMPOSITION**

1. The Equity Committee (EC) has seven members: four faculty members, a member of the administrative staff, and one representative from the graduate and undergraduate students, respectively. Faculty members should be drawn from each rank (Assistant, Associate, and Full Professor). Faculty and Staff members will serve on the committee for two consecutive years and students will serve for one year.
2. Nominations: Student representatives are selected from their respective associations. Before the appointment of a new faculty member to the Committee, the Committee Chair will solicit the views of members of the Department. The Committee Chair will then make a recommendation to the Department Chair taking into account the views of Department members, faculty availability, and rank of the member to be appointed. The new faculty member will be appointed by the Department Chair in consultation with the Committee Chair.
3. The chair of the committee will be appointed by the departmental chair in consultation with the current committee members. The committee chair should hold the rank of Associate or Full Professor.
4. All members should be aware of policies pertaining to Equity, Diversity, and Inclusion (EDI) at McGill and have completed all necessary university training prior to joining the committee. Members of the committee will acquire additional training as needed.

**2.** **MANDATE**

* 1. Purpose

The Department of Sociology is committed to promoting equity, diversity, inclusion, and

accessibility in our learning and employment environment, while preserving academic freedom and integrity.

We recognize that:

* 1. historic injustices continue to undermine equal opportunities and impair success, and
  2. enhanced excellence is facilitated by the inclusion of diverse experiences, identities and areas of expertise.

As such, our department aims to foster a climate of understanding and mutual respect for the dignity and worth of all persons and to address the historic and current barriers that engender social inequalities in our department.

Specifically, we aim to foster *equity* by helping to level the playing field and reduce barriers to learning and working opportunities; increase *diversity* with respect to race, Indigenous identity, class, gender identity or expression, sexuality, disability, ethnicity, and religion; and foster *inclusion* by ensuring that all students, staff, and faculty feel welcome and valued in our department.

Our principles are in line with *McGill’s EDI Strategic Plan 2020-2025.* We support existing policies at McGill including the *Action Plan to Address Anti-Black Racism,* the *Policy Against Sexual Violence*, the *Policy on Harassment, Guidelines on Intimate Relationships Between Teaching Staff and Students,* the *Student Code of Conduct,* the *Charter of Students’ Rights*, and the *Regulation on Conflict of Interest.*

* 1. Specific mandates:
  + Provide advice to the Chair, Department Committees and the Department in general on matters of equity in the Department of Sociology’s formal and informal practices and policies. The committee will report on its activities during departmental meetings at least annually.
  + Serve as a point of contact and referral for faculty, staff, and students who have concerns or ideas pertaining to equity in the Department or at the University.
  + Provide representation on each faculty search committee to ensure that equity and diversity issues are taken into account in the process and pursue opportunities to increase diversity in the department.
  + Other departmental committees will consult with the equity committee as needed.
  + Foster conversation around inclusive teaching and representation of scholarly perspectives on course syllabi and area exams.
  + Consult with the Chair to ensure equitable distribution of service and teaching especially with respect to race, ethnicity, gender identity and performance, and sexual orientation.
  + Facilitate equitable opportunities among faculty, staff, and students in award nominations and promotions.

**3. ACTIVITIES**

To fulfill its mandate, the EC will sponsor a variety of activities pertaining to equity, diversity, and inclusion in learning and employment within the Department of Sociology. Examples of such activities are provided below. Additional activities may be added as new issues arise and the needs of the Department change.

* Create and maintain a list of resources and policies at McGill University.
* Serve as equity liaisons, providing confidential resources and information to departmental members.
* Conduct surveys and/or focus groups to gauge department members’ views about EDI issues in the department.
* Identify key EDI issues within the department, facilitate discussion among stakeholders, and develop activities to address identified issues.
* Create graduate and undergraduate awards to foster research and scholarship on issues of equity and diversity.

**4. GOVERNANCE**

The Equity Committee will be a standing committee within the Department of Sociology. It will meet at least once per term, but more often as necessary. Particular efforts will be made to ensure the distribution of the committee work follows the principles of equity. It will report directly to the Chair and will act in consultation with other departmental committees to achieve shared goals regarding teaching, research, and service.