

# Diversity Standing Committee Charter

## Purpose

The overall purpose of the Lundquist College of Business Diversity Standing Committee is to direct and operationalize the diversity, equity, and inclusion missions of the college and university.

As members of the Lundquist College of Business within the University of Oregon, it is our responsibility to ensure that all of our activities support the mission at both the college and university level, in order to achieve the overall desired vision.

The UO mission states, in part, “We value our diversity and seek to foster equity and inclusion in a welcoming, safe, and respectful community.”

Furthermore, the vision we aspire to as a college community states,

The Lundquist College of Business will be internationally renowned for excellence in business education and research drawing strength from its links to Pacific Rim neighbors and the distinctive qualities of Oregon culture: innovation, sustainability, active lifestyles, financial stewardship, and respect for individuality and diversity within an increasingly global community.

Aspiring business leaders must be equipped to operate in a wide range of national, ethnic, and cultural settings. Furthermore, there is substantial evidence that drawing from a range of talents and perspectives brings a competitive advantage in the business world.

Lundquist College’s accrediting body, AACSB International, recognizes this advantage and emphasizes it in its recurring evaluations of the college. Preparing for a career is aided by interaction with students and instructors from a diverse range of cultural backgrounds.

To these ends, the Lundquist College of Business Diversity Committee exists to lead the college in a direction that builds and supports initiatives and programs to support the diversity, equity, and inclusion missions of the university and college. The Lundquist College of Business Diversity Committee’s activities serve all direct stakeholders—faculty, staff, and students—as well as the general community.

## Charge and Responsibilities

The charge of the Lundquist College of Business Diversity Committee is to assist college leadership in maintaining a climate of broad inclusion, to help our students, faculty, and staff to professionally thrive in an increasingly diverse environment. The overall objective is to assist college leadership in enhancing the breadth of individuals who teach, learn and support our core function. This will enhance our education and reinforce our stature under accreditation.

Based on the 2017-2020 Lundquist College of Business Diversity Plan, specific tasks over the next three years will include the following:

1. Assess climate on an ongoing basis among students, faculty and staff in a scientifically defensible manner.
2. Develop and share best practices for pedagogy that promotes broad and diverse student engagement in the classroom and group project assignments.
3. Measure and evaluate faculty and staff participation in activities that contribute to diversity,

- equity, and inclusion initiatives.
4. Develop questions for student evaluations of teaching and peer review of teaching that assess classroom climate, positive learning environment and/or cultural sensitivity.
  5. Develop strategic plan and execute plan on outreach to alumni and corporate partners on diversity, equity and inclusion initiatives.

Additionally the committee will:

1. Advocate for the ongoing diversification of the college's student body, faculty, and staff;
2. Serve as a resource to the college leadership in developing thoughtful management and accreditation goals related to diversity, and related measurement systems;
3. Convene and promote forums, activities, and programs to ensure that underrepresented groups feel included and respected; Assist college development personnel in soliciting resources in support of related programs;
4. Hold events to foster a stronger more inclusive community
5. Work in collaboration with college leadership to create events and programs to offer mentorship to underrepresented groups.
6. Advise the college leadership on actions and programs that can assist in our diversification and climate.
7. Develop a proposed budget to enhance diversity, equity and inclusion for consideration during the annual budget planning process for the college and to be approved no later than June 1 of each year for implementation in the following fiscal year.
8. Form ad-hoc committees as needed to tackle specific topics or initiatives requiring additional expertise (e.g., best practices in group formation and peer evaluations in team assignments for class).

Specific actions pursuant to these tasks will change with circumstances. The list above is perennial. This charter and the tasks defined within will be reviewed by the dean and the faculty in conjunction with the Diversity Plan at a minimum every three years.

### **Measurement and Accountability**

In general, the college and its leadership will be judged in part on continuous improvement regarding the diversity of our employees and students. While this is primarily in the hands of the college's leadership, it is reasonable to evaluate the diversity committee on similar criteria, recognizing that the committee is not only an advising body, but also charged with specific tasks to be completed.

Initially, most measurements will derive from the standing college performance measures. Over time, the committee may recommend modifications or expansions of those measures to capture other important metrics.

To evaluate the progress of the college, the committee may make occasional data requests relevant to goals of diversity, equity, and inclusion.

### **Reporting Relationship and Frequency**

The diversity committee will deliver an annual report to the College reporting both committee activities and college performance against diversity metrics. This report will be in writing and can be augmented with an oral presentation.

As obstacles appear, the committee is empowered to call on the dean to use their authority to remove them. In so doing the dean will be weighing the relative importance of enhanced diversity vs. other college goals.

At the dean's direction, copies of this report can be made available to university officials and/or designated external constituencies.

### **Meeting Frequency, Composition, and Service**

Each year, the Chair of the Committee will develop a regular schedule for meetings. At a minimum, the committee will meet at least once per quarter during the academic year. The schedule will be distributed to committee members and maintained on the College's website.

Minutes: The Committee Chair will provide minutes of the meetings to committee members.

The committee will be led by and composed of the following voting members:

1. Chair: The committee will have a faculty chair, appointed by the dean, serving a 1-to-2-year term. To maintain continuity, the chair-elect will serve as a member of the committee for at least one year prior to serving as chair.
2. Co-Chair: The committee co-chair will be selected from the Rotating membership and will serve for a minimum of a one-year term.
3. Standing members: Permanent voting members include representatives of undergraduate programs (Academic Advisor and Diversity Initiatives Specialist), graduate programs (Associate Director of Academic Advising and Student Experience), and college hiring and retention (Associate Dean for Administration).
4. In the spirit of diversity, equity, and inclusion, the committee may add ex-officio members to model the composition to which the college and university aspire.
5. Rotating Membership:  
Committee members serve a minimum of a 1-year term. To maintain continuity and ensure fresh perspectives, approximately 1/3 of the committee will be new members in any year, commencing in the second year. Committee members may be reappointed.
  - a) Composition of the committee must guarantee representation at three levels: academic program (standing members), rank, and student, described as follows:
    - i. Rank: The committee will include at least 1 tenure-track faculty, 1 non-tenure-track faculty, 1 officer of administration, and 1 classified staff; and
    - ii. Student: The committee will include at least 1 undergraduate business or accounting major and 1 graduate student.
  - b) Appointments will be made as follows:
    - i. Faculty can self-nominate. Selection will be made by the dean or designee.
    - ii. Classified staff, officers of administration, and students can self-nominate. Selection will be made by the dean or designee. Classified staff and officers of administration must seek approval by their supervisors to participate and serve on this committee as a part of their job duties. Although supervisors are encouraged to support staff participation, workload within the area must be considered.

Participation on this committee is an official form of service and is recognized by the college for evaluation purposes. Per the Lundquist Diversity Plan, "To reward these efforts, we plan to revise our annual evaluation forms so that faculty and staff can highlight their contributions to diversity, equity, and inclusion in every review period."