



## TERMS OF REFERENCE:

### Equality, Diversity and Inclusion Campus Committee, National University of Ireland, Galway

#### Strategic Context

The University Equality and Diversity Committee is established following a recommendation from the Task Force on Gender Equality, to ensure appropriate internal governance structure to guarantee clear, consistent leadership and accountability for equality and diversity across the University.

This will underpin the University's strategic aim of being a university that provides a fair, supportive and encouraging working environment with which students and staff engage responsibly: "working together as a confident team, valuing excellence, partnership, commitment, professional development and leadership. A key priority over the coming years will be to advance an agenda of achieving gender equality in NUI Galway" (Vision 2020 – strategic plan 2015-2020, p. 38).

The Committee will set the strategic framework for equality in service provision and in employment across the University.

#### Function

To promote equality of opportunity and respect for diversity in all aspects of the University's business. Specifically to aim to eliminate discrimination, advance equal opportunities and foster good relations by tackling prejudice and promoting understanding, thereby ensuring the University avoids the potential for discrimination on grounds of the protected equality strands.

To advise Údarás na hOllscoile, via the Equality, Diversity and Inclusion Committee, Academic Council and the University Management Team, on the implementation of all aspects of the University's Equality and Diversity Strategy and Equal Opportunities Policy.

#### Terms of Reference

1. To ensure that the University conducts its activities in accordance with statutory obligations and best practice in relation to equality and diversity matters.
2. To develop, prioritise and implement delivery of the University's Gender Equality Action Plan, inclusive of the recommendations from the HEA national review of gender equality in Irish Higher Education Institutions.
3. To prepare, update and/or instigate appropriate equality and diversity policies and guidance and to monitor the implementation of such policies, including equality impact assessments.



4. To advise the University Management Team (UMT) on progress of the Equality and Diversity Objectives as outlined in the Gender Equality Action Plan and dedicated work groups.
5. To monitor dis-aggregated data with regard to staff and students by the protected characteristics under the Employment Equality Acts 1998-2015 (the 9 grounds are gender (man, woman, transgender person), civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community) and use this to advise on areas for positive action and inform University decision-making.
6. To make recommendations to the UMT on the development of equality and diversity projects and practices that will benefit staff and students from the protected characteristics.
7. To raise awareness of the importance of equality impact assessments of University policies, procedures and practices with due regard to the protected characteristics under the Employment Equality Acts 1998-2015.
8. To drive events and activities to raise the profile of equality and diversity in the University.
9. To advise on, review and determine the impact of changes in equality legislation for the University, amending practice and policy to ensure legislative compliance.
10. To provide advice across the University on the interpretation of the Equal Opportunities Policy and Disability Policy.
11. To request and/or receive reports relating to equality issues from across the University.
12. To identify areas that may require equality and /or diversity work and establish working groups to explore and report on the equality and diversity dimensions. If and when a potential need for formal investigation arises, the decision to proceed with such a measure should be in consultation with the Vice President for Equality and Diversity.
13. To recognise, communicate and promote examples of good 'equality of opportunity' practice from both internal and external sources.
14. To maintain and develop effective networking and liaison in equality and diversity issues. This applies internally to include University committees as well as externally, sector-wide, with working relationships with equality professionals and equality bodies such as the Irish Human Rights and Equality Commission and Equality Challenge Unit.
15. To report regularly to the Údarás na hOllscoile (via its Equality, Diversity and Inclusion Committee), Academic Council and the University Management Team providing an update on equality progress.



### Proposed Reporting and Membership

Reporting to:	Equality, Diversity, and Inclusion Committee, University Management Team
Working Groups:*	Disability Working Group Gender Working Group (Athena SWAN SAT) Cultural Diversity Working Group Access to HE Working Group
*May develop over time	

	Job Title / Representative	Title and Name
<b>Chair</b>	Vice President for Equality and Diversity	Prof Anne Scott
<b>Secretary</b>	Office of the VP for Equality and Diversity	Ms Tonya Watts
<b>Members</b>	Registrar and Deputy President	Prof Pól Ó Dochartaigh
	<sup>1</sup> Dean, College of Business, Public Policy and Law	Prof John McHale
	Dean of Graduate Studies	Prof Lucy Byrnes
	Chief Operating Officer	Mr John Gill
	Academic Secretary	Ms Caroline Loughnane
	VP-Welfare & Equality Officer, Students' Union	Mr Brandon Walsh
	Part-Time Officer, Students' Union	Mx Alex Coughlan
	VPR and Research Representative	Prof Saoirse Nic Gabhainn
	Vice President - International	Prof Becky Whay
	Head of Equal Opportunities	Ms Aoife Cooke
	Head of Student Services	Mr John Hannon
	Centre for Global Women's Studies	Dr Nata Duvvury
	Director of Estates	Mr John Gibney
	Director of Library	Mr John Cox
	Director of International Office	Ms Anna Cunningham
	Director of Human Resources	Ms Josephine Hynes
	Head of School of Mathematics, Statistics, & Applied Maths	Dr Rachel Quinlan
	Head of School of Medicine	Ms Carmel Malone
	Head of Cairnes School of Business and Economics	Dr Tom Acton
	Head of School of Psychology	Dr John Bogue
	Vice-Dean EDI CASSCS	Dr Gerry Molloy
	Vice-Dean EDI CBPPL	Dr Shivaun Quinlivan
	Vice-Dean EDI CoS	Dr Niall Madden
	Vice-Dean EDI CoEI	Ms Mary Dempsey
	Vice-Dean EDI CMNHS	Dr Sinéad Lydon
	Co-Chair of University Women's Network	Dr Rachel Hilliard
	Co-Chair of LGBT+ Staff Network	Dr Chris Noone
	Chair of International Staff Network	TBC

<sup>1</sup> Dean representation under review with the Deans due to addition of Vice-Deans EDI



Normally committee members will sit for a term of no more than four (4) years (with the exception of the following members: Deputy President and Registrar, Academic Secretary, Chief Operating Officer, the Vice President for Equality and Diversity, Head of Student Services, Head of Equal Opportunities, Director of the International Office, Director of Human Resources), noting that certain memberships are tied to posts that may change prior to a 4 year term (e.g. SU Officers, HoS, Chairs of Staff Networks). The Committee will retain its representative make-up in relation to Deans, Heads of School/Large Professional Services Units, with Deans and Heads of Schools rotating membership roles as appropriate. The Committee will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.

The Committee will invite interested parties to attend meetings or those parts of meetings of relevance to them.

The Chairs of the various staff networks will be invited on an annual basis to update the committee on the work of the network.

Members have equal voting rights, when relevant, but the Chair has the casting vote.

### **Quorum**

To ensure that the Committee is quorate, meetings will only proceed if the Chair (or Vice-Chair) and four (4) other members of the Committee are in attendance.

### **Frequency**

There will be a minimum of three meetings per year, scheduled at the beginning of the academic year. Additional or extraordinary meetings will be convened as may be deemed necessary at the discretion of the Chair.

The Secretary will issue a call for agenda items. Items to be placed on the agenda must be received by the Secretary ten working days prior to the meeting.