TO: Members of the Ad Hoc Equity & Inclusion Committee

DATE: August 7, 2020

RE: Charge to the Committee

Thank you for agreeing to serve on the ad hoc Equity & Inclusion Committee. This body will play an important role in enhancing our department’s commitment to equitable and inclusive treatment for all students, faculty, and staff.

Below are the five elements of my charge to the committee:

1. Gather qualitative data from all department constituents (undergraduate and graduate students, faculty, and staff) on concerns related to equity and inclusion. The focus of this gathering is not to investigate or adjudicate particular claims or complaints against specific individuals, but rather to assess campus climate and identify issues that should be addressed locally or with relevant campus partners.

2. Identify initiatives and decisions that the department has already agreed to but has yet to implement. In particular, please review decisions made in Departmental Meetings over the past several years.

3. Develop recommendations for concrete steps that the department can take to improve climate. Please consider both steps to address immediate concerns and those that can build a more responsive and active relationship between the department’s leadership and students, faculty, and staff.

4. Consider and develop additional recommendations on actions beyond the scope of this charge that the committee feels are relevant and within its general purview.

5. Consider and develop recommendations on the future of the Equity & Inclusion Committee. In particular, consider whether it should be codified as a standing departmental committee. Please also consider any additional recommendations on other adjustments to the department’s administrative and/or governance structure that may be valuable.

Thank you all for your service on the committee and your commitment to advancing the goals equity and inclusion in our department.

Sincerely,

Jeff Lucas
Professor and Chair