Department of Earth Science and Engineering (ESE)

Equality Diversity, Inclusion and Culture (EDIC) Committee

Terms of Reference (TOR)

**Vision:**

Our vision is for every staff and student to feel completely comfortable being themselves during their time at ESE. We will promote College and ESE values to ensure all members of ESE are treated with dignity and respect and are free from bullying, harassment, and discrimination. We will monitor ESE and College processes to ensure they are transparent, effective, and appropriately support staff and students.

**The remit of the committee:**

* Actively engage students and staff with developing and maintaining a culture within the Department that is supportive, respectful, and promotes a good work-life balance.
* Provide a forum where students and staff can discuss EDI issues within the Department, identify priorities, propose solutions, and disseminate relevant information when required.
* Regularly monitor departmental policies, procedures, and relevant data to ensure practices are inclusive.
* Identify and promote areas of good practice.
* Develop and propose actions to advance EDI within ESE.
* Form small working groups to tackle specific projects or areas of EDI. Working groups will only be formed when requested by committee members, or when there is a clear need, so as not to overburden staff and students.
* Develop and review the staff and student surveys and results to support the delivery of their EDI-related action plans.
* Be the link to the equivalent committee at Faculty and College levels and the route to promulgate and action College initiatives on equality, diversity, inclusion, and culture within the Department. Use the link with equivalent committees to impact College level policies on EDIC-related issues.

**Reporting structure:**

* The EDI Committee chair and EDI coordinator will report on EDI initiatives, projects, and events at Departmental staff meetings.
* The Chair will attend departmental Steering and Strategy Group (SSG) meetings to facilitate effective communication between the two committees and ensure the SSG is mindful of EDI during discussions.
* The Athena SWAN committee will be absorbed by the EDI committee by the end of December 2021. The Athena SWAN committee will become the Athena SWAN working group that reports directly to the EDI Committee.
* All EDI-related working groups that are formed will report to the EDI Committee.
* Minutes from meetings will be made available to all staff and students.

**Schedule of the committee:**

The committee will meet at least once a term. Meetings will take place in a hybrid in-person and virtual model.

**Membership:**

Membership and TOR will be reviewed annually.

Permanent membership will consist of the Chair, EDI Coordinator, and co-chairs of the Athena SWAN committee.

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| Firstname | Surname | Role | Role Details |
|  Ekta | Aggarwal | Staff | Marie Sklodowska-Curie Early Stage Researcher |
|  Becky | Bell | Staff | Senior Lecturer |
|  Catherine  | Booth | Staff | Research Associate |
|  Dr Pablo  | Brito-Parada | Staff | Senior Lecturer |
|  Diana  | Cano Bordajandi | Staff | Communications Manager |
|  Rebecca  | Colquhoun | Staff | Teaching Fellow |
|  Beth | Crenol | Staff | PA to HoD |
|  Sydney | Cunningham | Staff | HR Partner FoE |
|  Lizzie | Day | Staff | Senior Teaching Fellow |
|  Carl | Jacquemyn | Staff | Research Fellow |
|  Katharina | Kreissig | Staff | Laboratory Manager |
|  Samuel C | Krevor | Staff | Reader in Carbon Sequestration Studies |
|  Valentin J B  | Laurent | Staff | Senior Teaching Fellow  |
|  Rob | Lowther | Staff | Rock Collection and Fieldwork Administrator |
|  Diego A  | Mesa Pena | Staff | Research Associate |
|  Anita | Murphy | Staff | Student Wellbeing Adviser |
|  Adriana | Paluszny Rodriguez | Staff | Senior Lecturer |
|  Michele | Paulatto | Staff | Research Fellow |
|  Matthew | Piggott | Staff | Professor of Computational Geoscience and Engineering |
|  Sophia | Quazi | Staff | EDI Coordinator |
|  Dylan H  | Rood | Staff | Senior Lecturer |
|  Parastoo  | Salah | Staff | Teaching Fellow |
|  Priya | Saravanapavan | Staff | Senior Strategic Teaching Fellow, Materials |
|  Sneha | Saunders | Staff | Athena SWAN Rep from ChemEng |
|  Cindy | Valuto | Staff | UG Admissions Officer |
|  Tina  | van De Flierdt | Staff | Head of Department |
|  Ireti | Webb | Staff | Strategic HR Partner FoE |
|  Dominik J  | Weiss | Staff | Professor of Environmental Geochemistry |
|  Jorge  | Avalos Patino | Student | PGT |
|  Namya  | Baijal | Student | UG |
|  Elnaz | Barati | Student | PGR |
|  Jonas | Eschenfelder | Student | UG |
|  John | Estopen | Student | UG |
|  Raluca | Gaina | Student | PGT |
|  Hani Hamoud | Hamoud | Student |  PGT |
|  Kosuke | Ikeya | Student | PGR |
|  Ellya | Kanimova | Student | PGT |
|  Richard  | Lim | Student | UG |
|  Yvetta  | Lin | Student | PGT |
|  Zonghui | Liu | Student | PGT |
|  Valerie | Locher | Student | PGR |
|  David | Mawassie-Chang Kit | Student | UG |
|  Yasir | Mumtaz | Student | PGT |
|  NHOYIDI N  | NSAN | Student | PGT |
|  David R | Pedreros Bastidas | Student | PGR |
|  Geraldine | Regnier | Student | PGR |
|  Aoife M  | Robertson | Student | PGT |
|  Maria | Villamil | Student | PGT |
|  Jiahao | Zhang | Student | PGT |

**Expectation from members:**

**Staff:**

To support good work-life balance and even workloads, the expectations for members undertaking EDI committee tasks will be clearly outlined. Staff identified as critical to progressing key EDI projects will be encouraged to attend committee meetings for continuity. Key projects and priorities will be identified through regular consultation with the Department.

**Students:**

Student members can attend and participate in committee meetings at their discretion. Studying is their main priority, and the committee strives to maintain a good work-life balance. Student members can get involved with projects voluntarily.

**Submitting agenda items, proposals, or projects to the committee:**

**A meeting agenda will be distributed on Teams by the Chair and EDI coordinator at least 10 days before each meeting**

* Four weeks before meetings members will be invited to submit agenda items, EDI proposals, and/or projects with a submission deadline two weeks before the meeting takes place.
* Proposals or projects will need to be assessed for equality considerations before being submitted to the committee. The EDI Coordinator can be contacted for assistance with this.

**Ground rules for committee discussion:**

Due to the nature of EDI, sensitive topics will be discussed during meetings. The Chair will be setting ground rules for discussion to ensure interactions are supportive, inclusive, and most importantly, respectful.

* If the subject matter of discussions becomes difficult for any member to hear or be a part of, they can exit the meeting with no questions asked. The Chair or EDI Coordinator will check in with members when this happens to ensure they have adequate support.
* Check in with members who appear to be having a difficult time. This can be privately messaging a member during the meeting or checking in with them afterwards.
* One person talking at a time, especially when considering colleagues who are attending remotely.
* If you are unsure of what terminology to use, please ask. Some people might get it wrong and that is okay. The EDI Coordinator will direct you to resources.
* You can privately share concerns with the Chair or EDI Coordinator.
* List of resources can be accessed on the EDI Committee Teams page.