



Terms of Reference Equity Committee

The School of Social Work Equity Committee is responsible for supporting the effective implementation of the Equity Action Plan approved by the School Council in May, 2013 and is concerned with all matters related to equity in the UBC School of Social Work (SSW). The Equity Committee (EC) will make efforts to ensure that equity and human rights issues remain a priority for the SSW. These efforts will consider students, staff and faculty, the educational and working environment as well as development of relations with various community members, organizations and community groups. To this end, the EC is engaged in:

- a) Making best efforts to ensure that the seven strategic commitments and actions outlined in the Equity Action Plan are implemented in a timely manner and integrated in the day-to-day operation of the School.
- b) Reviewing and/or developing policies and procedures that contribute to development of an equitable learning and work environment and one that is free of discrimination and violence.
- c) Providing ongoing advice and support to the Director of the SSW on issues concerning equity, discrimination and violence.
- d) Identifying existing or potential barriers to achieving equity and academic success, including work/classroom/school environments free of discrimination.
- e) Supporting student, faculty or staff lead initiatives to create spaces or forums to discuss, and recommend ways to address equity and discrimination issues.
- f) Communicating and networking with other university units (ex. Equity and Inclusion Office) and committees and keeping abreast of faculty and university wide initiatives.

Membership

- 1 faculty co chair of the Equity Committee elected by faculty
- 1 student co chair of the Equity Committee elected by students
- 1 representative of the staff elected by staff
- 1 student equity liaison per cohort
- 2 faculty members at large
- 1 sessional instructor



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Operation and Functions:

- a) The Equity Committee will report activities and progress on the implementation of the Equity Action Plan to the School Council and will have an advisory role to the director of the SSW.
- b) The Equity Committee will meet four times every year and more frequently as necessary. The co-chairs will be responsible for calling these meetings.
- c) The Equity Committee is primarily concerned with the larger structural equity issues impacting school climate and learning. However, it also has the function of widely communicating the various paths an individual or group of individuals (staff, faculty or students) can take to put forward a complaint and/or raise an issue related to equity in the School. Committee members are not responsible for addressing individual complaints.
- d) Committee member responsibilities are to attend meetings 4 times a year and as necessary, to share information and promote awareness-raising on equity related issues among students, faculty and staff.
- e) One representative from the Equity Committee will be an ex officio member (member) of the BSW and MSW curriculum and field education committees.
- f) The co chairs will ensure that every year student liaisons are appointed for each cohort in such a manner that there will be a reasonable level of continuity of representation from year to year.
- g) The EC will report once a year to the School Council and to the student population, staff, faculty and community by publishing on line a report of its activities.