

## COMMITTEE ON DIVERSITY, EQUITY AND INCLUSION BYLAWS

### ARTICLE I. MISSION

The Committee on Diversity, Equity and Inclusion (CoDEI) is a Presidential advisory committee composed of faculty, staff, administrators, and students from different racial/ethnic, social status, genders, sexual orientations, and abilities that reflect the diversity within the university community.

The purpose of CoDEI is to serve and advise the President, as the primary policy advisor, on issues of diversity, racial equality, and inclusion at UTA. These issues include, but are not limited to: the admission and academic success of students of color (retention, curricular concerns, and campus environment); recruitment, retention, and promotion of faculty, professional and administrative staff, and university staff of color; group based inequities and inequalities; addressing discrimination – specifically, racist conduct, whether individual based or systemic, that impedes the educational mission of the university; and the development of strategies and practices that support multicultural education and employment.

In conjunction with the Vice President for Diversity, Equity and Inclusion, CoDEI will function as the campus environment assessment team for UTA. CoDEI will 1) advise the President, UTA leadership, and relevant organizations by gathering information on diversity, campus climate and environmental issues from UTA faculty, staff and students; 2) provide the internal and external dissemination of information on the campus climate and environment with regards to diversity issues; and 3) monitor campus climate and diversity issues.

CoDEI will develop and implement collaborative initiatives focused on students, faculty and staff in support of an inclusive educational environment.

CoDEI will recommend strategies, policies, and practices for new, revised, and modified initiatives to the UTA President to make the university an inclusive environment for under-represented groups with a history of discrimination; to improve the working and educational environment for people of color and members of other diverse groups; to develop dialogues across campus constituencies (faculty, staff, students, and community) to promote acceptance of and a common commitment to diverse perspectives; and to attain acknowledgment as a culturally supportive preeminent urban research university.

**Diversity** describes the range of individual and group differences, including race/ethnicity, class, gender, sexual orientation and gender identity, political, religious, or other affiliations, ability, national origin, veteran status, learning styles and economic background.

**Equity** describes the ability of historically under-represented populations to achieve results consistent with full participation. This includes the creation of opportunities for such populations to have equal access to and participate in professional and educational

programs that close the achievement and outcome gaps between populations. In higher education, equity can be achieved by eliminating disparities of opportunities, resources and outcomes for historically under-represented populations in ways that are consistent with the institutional commitment to full participation.

**Inclusion** refers to a set of proactive policies that enhance diversity in all aspects and levels of the university community.

## **ARTICLE II. MEMBERSHIP**

The CoDEI is a Presidential advisory group composed of faculty, staff, administrators, and students that reflect the diversity within the university community. All terms of membership will be from September 1<sup>st</sup> – August 31<sup>st</sup>.

### **Section 1. Voting Members**

Active voting members will be faculty, staff, and administrators who will serve three-year terms and students who will serve annual terms, except as noted below. Each dean will select (either by election or appointment) one faculty or staff member (which may include themselves) to represent their college/school. Each vice president will select one staff member (which may include themselves) to represent their unit. The President may appoint additional faculty or staff members to the committee at her/his discretion provided the total number of voting members is an odd number. Voting members will constitute the majority (not less than 15) of the committee. The CoDEI co-Chairs will assign half of the employee members an initial two-year term so that there is a staggered rotation. The Student Congress President will appoint two student representatives to the CoDEI on an annual basis. This group of members will all be voting members of the CoDEI.

### **Section 2. Ex Officio Members**

The President may also appoint ex-officio representatives of campus units that work directly on issues related to diversity, equity and inclusion. These members will be non-voting members of the CoDEI. Ex-officio members may designate a member of their staff to attend CoDEI meetings. Ex-Officio members (or their designee) will serve on standing subcommittees aligned with their organizational area of focus to support the work of the Subcommittee.

### **Section 3. Associate Members**

Appointments of associate members will be determined by the full Committee. Associate members are faculty, staff, administrators and students who may serve CoDEI or one of its standing subcommittees and/or ad hoc subcommittees for a specific project, issue or time period at the request of the standing subcommittee or the co-Chairs.

### **Section 4. Quorum and Adjournment**

Meetings with 51% of the voting membership will be necessary and sufficient to constitute a quorum for the transaction of business.

### **Section 5. Resignations and Removal**

Any CoDEI member may resign at any time by giving written notice to the co-Chairs of CoDEI. Resignation will take effect upon receipt of letter by the co-Chairs of CoDEI. Acceptance of resignation will not be necessary to make it effective.

When a member's resignation has been received by the co-Chairs, a replacement member will be requested by the co-Chairs to the UTA President, vice-president or dean as applicable.

Any member may be removed from the Committee by the co-Chairs or UTA President for conduct detrimental to the interests of the Committee or for refusal to render ongoing involvement or participation in carrying out the mission, goals and work of the Committee.

## **ARTICLE III. MEETINGS**

### **Section 1. Time of Meetings**

There will be at least one meeting held quarterly; the time to be determined by the co-Chairs of the Committee.

### **Section 2. Special Meetings**

Special meetings of the Committee may be called by the co-Chairs as deemed necessary.

### **Section 3. Attendance**

Committee members have a duty to their constituent group(s) to attend Committee meetings and standing subcommittees of which they are members. After three successive absences by a member, the co-Chairs will remind the member of the obligation to attend and participate in meetings.

If the Committee member's absences continue, the co-Chairs will ask the Committee member to reconsider his/her appointment and may ask for his/her resignation after meeting with the President or dean as applicable.

A record of attendance will be maintained in the minutes of all CoDEI and subcommittee meetings.

### **Section 4. Order**

Robert's Rules of Order will be generally followed, though the co-Chairs may specify that any given vote will require a majority of the entire Committee to pass instead of a majority of the members present (if a quorum is present). For such votes, members not present will submit

their votes by email to the Secretary who will email all members of the Committee with the resolution that is on the table and set a deadline for the vote. Members not responding will be counted as abstaining. For such votes, it will be assumed that a quorum is present through email participation.

## **ARTICLE IV. OFFICERS**

### **Section 1. Co-Chairs**

The co-Chairs of CoDEI will be appointed by the President. The co-Chairs will serve for a maximum of one consecutive three-year term.

The co-Chairs of CoDEI will preside over the monthly meetings of the Committee. The co-Chairs may appoint any ad hoc subcommittees necessary for the functioning of the Committee. The co-Chairs will develop the agenda for the Committee meetings. The co-Chairs will appoint a chair or co-chairs for each standing and ad hoc subcommittee.

### **Section 2. Secretary**

The co-Chairs will request a volunteer to serve as the CoDEI Secretary on an annual basis. The duties of the Secretary are to keep the minutes of the meetings, maintain a list of committee members, including an email list for announcing meetings and other communications.

## **ARTICLE V. SUBCOMMITTEES**

### **Section 1. Standing Subcommittees**

There will be five (5) standing subcommittees to address specific constituency issues. The standing subcommittees will be the Student Engagement Subcommittee, Faculty Concerns Subcommittee, Staff Concerns Subcommittee, Diversity Programming Subcommittee, and the Communications and Marketing Subcommittee.

#### **A. Student Engagement Subcommittee**

Gathers and disseminates concerns and information from UTA students regarding diversity and climate issues, retention, graduation, academic and student life. Works collaboratively with UTA Student Affairs and academic units to enhance the development and implementation of affirmative action and/or diversity plans which enhance student development and life; promotes the development of cultural pluralism and leadership, works to develop strategies that affect underutilization and under-representation of students of color as developing role models for the UTA student community.

Works collaboratively with UTA Student Affairs and academic units to enhance student life for other diverse student populations (e.g. gender/identity, disability, language, multi-

cultural variations). Collaborates with students and student related organizations to provide support for student initiatives that reflect an inclusive educational environment.

### **B. Faculty Concerns Subcommittee**

Focuses on faculty representation, increasing the number of under-represented faculty; faculty satisfaction and retention as it relates to under-represented faculty; support faculty satisfaction and retention for other diverse populations (related to gender/identity, language, disability, etc.). Works collaboratively with Faculty Senate, Faculty Affairs, Human Resources, and academic units.

### **C. Staff Concerns Subcommittee**

Gathers and disseminates concerns and information from UTA staff regarding diversity and climate issues, retention, employment, recruitment and promotion. Works to enhance the development and implementation of affirmative action and diversity plans, and to develop strategies that affect underutilization and under-representation of staff of color. Works collaboratively with Human Resources, Staff Advisory Council (SAC), and academic and non-academic units to enhance the work life of diverse staff members (social, economic, and professional diversity considerations in addition to gender/identity, language, and disability).

### **D. Diversity Programing Subcommittee**

Identifies and supports programming for students, staff, and faculty that supports an inclusive multicultural learning and working environment.

The Diversity Programming Subcommittee is collaborative in nature; promotes diversity as a multi-faceted endeavor, and as such, the Diversity Programing Subcommittee may collaborate with other subcommittees to accomplish their tasks.

The Diversity Programming Subcommittee initiatives support multicultural education; instructional diversity development; and programmatic efforts that enhance and strengthen student's educational experiences, and supports diversity and social justice for all.

### **E. Communications and Marketing Subcommittee**

The Communications and Marketing Subcommittee is responsible for the dissemination and publication of diversity, equity and inclusion information to membership and the University community. Items the subcommittee develops and maintains may include but are not limited to the following: website, newsletter and calendar, annual goals and report of accomplishments, new membership information, meeting and regular business, orientation booklet for new members, and subcommittee sponsorships and events. Works collaboratively with University Communications when appropriate to distribute campus wide messaging.

**Section 2. Ad Hoc Subcommittees.**

The co-Chairs may establish ad hoc subcommittees to address issues as deemed necessary and appropriate; and to accomplish specific administrative tasks. These ad hoc subcommittees may include active, ex-officio and/or associate members to accomplish the assigned task.

**ARTICLE VI. AMENDMENT OF BYLAWS**

These bylaws can be amended only by the full Committee, at any regularly scheduled meeting, provided that the amendment has been submitted in writing and approved by the President. The proposed amendment will be submitted to the full Committee at a regularly scheduled meeting prior to the meeting at which the vote is scheduled. Approval will require an affirmative vote of a majority of the voting membership of the full Committee.

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