

Faculty Equity Committee Guidelines

Application

Members of Faculty Equity Committees

Purpose

These guidelines support effective process and practice of Faculty Equity Committees.

Guidelines

Introduction

The University is committed to equitable participation and success of staff and students. Successful achievement of equity in employment and education can bring about innovation, a more effective use of human resources and ultimate benefits for the creative and intellectual life of the University community. The University recognises its distinctive role in a diverse local, national and global environment and this is enhanced by drawing on a diverse community of staff and students.

All Faculties should have an Equity Committee or equivalent. Faculty Equity Committees are expected to provide equity leadership and support within faculties.

Faculty Equity Committee Membership

Deans and Chairs of Faculty Equity Committees should together determine processes to ensure an effective Committee membership. Membership should be as broadly representative as possible with regard to Māori, equity groups, and including professional staff, academic staff, students and departments/schools. Faculties may elect members to their Committee, or members may be the Dean's or Head of Department's nominee (provision should be made for staff and students interested in equity to put their name forward for Committee membership). A three year renewable term that allowed for some of the Committee to be rolled over annually would maintain consistency, allow for a knowledge base to be maintained, and would not be too onerous a commitment.

Chair of Faculty Equity Committees

Faculties may either elect Chairs of their Committee, or Chairs may be the Dean's nominee. A three year renewable term is advisable. The Chair should be a senior member of staff, and ideally hold an Associate/Assistant Deanship in order to have relief from other duties and to fulfil Committee requirements. Chairs should have access to or be a member of Faculty Staffing Committee (FSC) and the Faculty Senior Management Team. Faculty Equity Committee Chairs should invite the Pro Vice-Chancellor (Equity) or nominee to attend one Committee meeting per year.

Links within Faculty

In order to be effective, the Faculty Equity Committee must report to the Dean and to the Faculty (through Faculty meetings). It should be able to report from and to all departments (through an email network, or through Faculty Equity Committee meetings), and from/to relevant groups or individuals such as professional staff groups, Associate Dean (Māori), Māori Liaison person, Pacific groups and student groups.

Activities for Faculty Equity Committees

Activities may include:

- Dissemination of new University strategy, events, policies, guidelines and initiatives
- Leading and contributing to faculty annual planning and reporting
- Providing a platform for responding to local issues
- Supporting inclusive teaching and learning practices

- Monitoring that wherever possible, there is a gender, ethnic and Department balance in Committee composition
- Ensuring liaison with other University and community groups (Runanga, Centre for Pacific Studies, Māori Studies, Nga Tauira Māori, and Pacific Students Association etc.)
- Using networks to publicise vacancies amongst under-represented groups

Terms of Reference Faculty Equity Committees

The suggested Faculty Equity Committee Terms of Reference are to:

- Ensure good within-faculty communication on equity matters
- Maintain effective communication with the Pro Vice-Chancellor (Equity).
- Enhance integrated, effective and efficient equity leadership across the faculty
- Enhance equity outcomes in strategy, projects, policy, planning, and reporting relating to their area of responsibility.
- Enhance, monitor and report on the faculty's equity strategy, plans, policy, and projects

Frequency of Meetings

Faculty Equity Committees should meet four times per year. The timing of the meetings should take into account the dates of Equity Community of Interest (ECOI) meetings to allow for appropriate reporting and feedback.

Faculty Equity Chairs Committee/ Equity Community of Interest

The Chairs of Faculty Equity Committees are members of the Equity Community of Interest Committee. Faculty representatives will be expected to report to the University Equity Chairs Committee.

This group which includes membership from AUSA, reports to the Equity Leadership Committee.

Key functions for all Faculty Equity Chairs on the University Equity Faculty Equity Chairs Committee are to:

- Increase responsive, integrated, effective, efficient and sustainable equity leadership within and across faculties
- Advise and respond to the Equity Leadership Committee on faculty and student perspectives on equity strategy, plans, policy, projects and outcomes
- Share monitoring and reporting on faculty implementation of the University's equity strategy, plans, policy and projects
- Enhance student engagement in achieving equity outcomes
- Share equity successes, challenges and opportunities
- Identify and progress opportunities for collaborative cross faculty initiatives, to advance equity outcomes.

University Equity leadership Committee

Two members of the Equity Community of Interest Committee are members of the Equity Leadership Committee. Items of particular strategic interest from the Faculty Equity Chairs Committee will be reported to the Equity Leadership Committee. The Equity Leadership Committee reports to Council through Senate.

Equity Leadership Committee Terms of Reference:

- To enhance integrated, effective and efficient equity leadership across the University
- To enhance the University of Auckland's national and international equity leadership

- To advise Senate and Council on University equity strategy, plans, policy, projects and outcomes
- To monitor and report on the implementation of the University's equity strategy, plans, policy, and projects
- To ensure the University's statutory and other compliance obligations are met

Key relevant documents

[Equity Policy](#)

[Academic Timetabling Policy](#)

[Conflict of Interest Policy](#)

[Equity Policy Guidelines](#)

[Flexible Work Policy](#)

[Impartial Decision-making Policy](#)

[Merit Relative to Opportunity Policy](#)

[Merit Relative to Opportunity Guidelines](#)

[Parental Leave Policy](#)

[Prevention of Bullying and Harassment Policy](#)

[Staff with Disabilities Policy](#)

[Staff with Disabilities Guidelines](#)

[Undergraduate Targeted Admission Schemes \(UTAS\) Policy](#)

[Work, Life, Family and Carers Policy](#)

Key relevant legislation & International Declarations

[Education Act 1990](#)

[Employment Relations Act 2000](#)

[Health and Disability Commissioner Act 1994](#)

[Human Rights Act 1993](#)

[Privacy Act 1993](#)

[State Sector Act 1988](#)

[The Equal Pay Act 1972](#)

[The New Zealand Bill of Rights Act 1990](#)

[The New Zealand Sign Language Act 2006](#)

[TEC Kia Ōrite: Achieving Equity - New Zealand Code of Practice for an Inclusive Tertiary Education Environment for Students with Impairments](#)

Document management and control

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Appendix One

EQUITY STATUTORY OBLIGATIONS

State Sector Act 1988

The State Sector Act includes "good employer provisions" which require the University to provide:

- an equal employment opportunities programme;
- impartial selection of suitably qualified persons for appointment;
- recognition of:
 - (i) The aims and aspirations of the Maori people;
 - (ii) The employment requirements of the Maori people;
 - (iii) The need for greater involvement of the Maori people in the Education service; and
- opportunities for the enhancement of the abilities of individual employees;
- recognition of the aims and aspirations, and the cultural differences, of ethnic or minority groups;
- recognition of the employment requirements of women; and
- recognition of the employment requirements of persons with disabilities.

Education Act 1990

In 1990, the New Zealand Government required that all tertiary education institutions should act to improve access to and participation by a wide range of New Zealanders. Under section 181 of the *Education Act 1990*, states that it is the duty of the Council of an institution, in the performance of its functions and the exercise of its powers:

- "... (b) To acknowledge the principles of Treaty of Waitangi;
- (c) To encourage the greatest possible participation by the communities served by the institution so as to maximise the educational potential of all members of those communities with particular emphasis on those groups in those communities that are under-represented among the students of the institution..."

Under section 220 of the *Education Act 1990*, it states that the Council of each university is required to include in its annual report to the Minister:

- "... (a) A summary of its equal employment opportunities programme for the year to which the report relates;
- (b) An account of the extent to which the Council was able, during the year to which the report relates, to meet the equal employment opportunities programme for that year;
- (c) An account of the extent to which the Council has eliminated unnecessary barriers to the progress of students;
- (d) An account of the extent to which the Council has avoided the creation of unnecessary barriers to the progress of students; and
- (e) An account of the extent to which the Council has developed programmes to attract students from groups in the community:
 - (i) Under-represented in the institution's student body; or
 - (ii) Disadvantaged in terms of their ability to attend the institution ..."

Under this statute, the University and its Faculties are legally obliged to encourage, and build up, enrolments by the disabled, by Maori, by Pacific peoples, by those from lower socio-economic backgrounds, and by women in areas where they are under-represented, and to monitor and report on their progress.