



MEMORANDUM

to: University Committee
✓ Academic Staff Executive Committee
Associated Students of Madison

from: Affirmative Action Committee, Julie Underwood, Chair

subject: Proposed Equity Committee Guidelines

date: April 15, 1995

As a public institution, this university is bound by many federal and state statutes in the area of nondiscrimination and affirmative action. Members of the university community have a responsibility to adhere to these provisions. In this vein the Faculty Senate enacted nondiscrimination legislation as early as 1974 (II-300). In more recent years the requirements of equity and nondiscrimination have become increasingly complex. It is important that the university continue to be responsive to and responsible for these issues. In addition, the underlying goal is to promote a diverse and respectful learning community.

In the University Affirmative Action Committee we have discussed many possible options for meeting this continuing responsibility. There needs to be a mechanism on campus to disseminate information, to respond to grievances effectively and efficiently, and to review practices and procedures. We believe it would be difficult for this university to address these needs through a highly centralized office or one standard set of practices without compromising the autonomy of the faculty and individual college structures.

We are recommending the implementation of a series of Equity Committees across campus in compliance with the UW-Madison Affirmative Action Plan, 1994. We are asking that each Dean charge a committee to carry out the activities as described in the Guidelines (attached). This may be done by establishing a newly created Equity Committee or the responsibilities may be assigned to existing bodies. In some schools or colleges there may be a need to divide the responsibilities between a number of committees; in others one committee may suffice. The important point is not the number of committees, nor the name of the committee, but that the activities outlined in the Guidelines are actually being conducted.

We ask you to take this to your governing body so that it can endorse the implementation of this model.

School of Education
Office of the Dean

EQUITY COMMITTEE GUIDELINES

PREFACE

As a public institution, this university is bound by many federal and state statutes in the area of nondiscrimination and affirmative action. Members of the university community have a responsibility to adhere to these provisions. It is important that the university continue to be responsive to these issues, and promote a diverse and respectful professional community. To carry out this end the Dean or Director (Dean) of each school, college or equivalent unit (College) shall establish a committee structure to carry out the roles and responsibilities outlined below. Different colleges may choose to deal with these in different ways using various committee structures. A new committee may be formed or existing committees may be restructured to meet the charge. In some Colleges there may be a need to divide the responsibilities between a number of committees; in others one committee may suffice. Members may be elected or appointed at the discretion of the College.

Each year the Dean shall submit a list of the committee(s) in the College responsible for equity issues and a copy of the committee charges to the Office of Affirmative Action and Compliance. The Dean shall also submit an annual report to the Office of the Provost and the Office of Affirmative Action and Compliance summarizing the activities of the College during the past year with regard to equity issues and the status of protected groups within the College.

Areas of Responsibility of the Equity Committee(s)

Assist and advise the Dean in achieving and maintaining equity in:

- Recruitment and retention
- Hiring, compensation, and benefits
- Maintaining a comfortable professional and academic environment

Scope of the Equity Committee(s)

Faculty, academic staff, classified staff and students

Roles of the Equity Committee(s)

1. Provide advice and counsel on the status of women and minority group persons, particularly with respect to recruitment, hiring, promotion, compensation and retention
2. Monitor and report progress toward achieving equity goals
3. Organize/manage/provide information on equity goals
4. Receive and process complaints and hear appeals regarding equity concerns
5. Facilitate education and training on equity issues in coordination with the Office of Affirmative Action and Compliance

CHARGE TO COMMITTEE(S): CORE

1. Advise the Dean (or Director, etc.) and the appropriate governance bodies on the status of protected groups, particularly with respect to recruitment, hiring, compensation, retention, promotion, allocation of resources and responsibilities, and climate, and recommend policies and practices that will remove inequities if any are found to exist.
2. Monitor hiring practices for administration, faculty, academic staff, and classified staff, meeting with search committees and hiring authorities to provide information on current affirmative action policies and to assist them in identifying a diverse pool of candidates.
3. Identify academic and work environment problem areas and suggest solutions. Examine the climate within the unit and take steps to ensure that professional standards are maintained.
4. Receive and process complaints and hear appeals concerning equity/affirmative action issues within the unit.
5. Serve as an information resource for persons concerned about equity issues. Inform students and employees of the existence of the Equity Committee(s) and its mission with a list of the representatives.
6. Conduct regular reviews of rewards and responsibilities for faculty, academic staff, classified staff and students. These school or unit reviews can be based on information and data provided by OBPA and/or other resources. Reviews should include issues of access, mentoring/advising, compensation, review procedures and merit awards.
7. Prepare an annual report for the Dean (or Director, etc.), faculty, academic staff, classified staff and students with respect to the issues listed above.