

UNIVERSITY OF WASHINGTON – DEPARTMENT OF ANTHROPOLOGY DIVERSITY COMMITTEE CHARTER (February 2010)

I. Purpose

The purpose of the University of Washington Department of Anthropology (“Department”) Diversity Committee (“Committee”) is to:

1. Facilitate the Department’s pursuit of the objectives and goals of the Department’s Diversity Mission Statement <http://depts.washington.edu/anthweb/index.php>, and
2. Facilitate the Department-wide process of periodically revisiting and potentially revising the Department’s Diversity Statement as a living document that is responsive to change within and beyond our community.

II. Key Responsibilities/Services for the Department

Committee members represent the needs and interests of the Department as a whole. To fulfill its purpose, the Committee will perform the following services for the Department:

1. Build community and a repertoire of diversity enhancing strategies and activities.
 - a) Provide education, information, and context for diversity related issues
 - b) Identify “moments and spaces” for intellectual and social engagement opportunities in the Department
 - c) Identify, communicate, and celebrate the Department’s diversity-related accomplishments.
2. Identify and link resources (information, financial, human, etc.).
 - a) Identify and link internal and external resources for the recruitment, retention and professional development of faculty, students, and staff
 - b) Facilitate sharing of internal and external best practices for the recruitment, retention and professional development of faculty, students, and staff
 - c) Help faculty, students, and staff identify appropriate resources to build community and a repertoire of diversity enhancing strategies and activities.

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3. Set and evaluate diversity-related watermarks.
 - a) Establish goals and review and disseminate information about diversity-related achievements
 - b) Evaluate progress toward objectives and goals of the Department's Diversity Mission Statement annually
 - c) Update the Diversity Plan for GOMAP annually.

4. Advise and counsel.
 - a) Provide advice and information for Department search and admissions committees about best practices in faculty, student and staff recruitment
 - b) Advise the Department on the Diversity Plan as related to GOMAP
 - c) Advise the Department on guidelines and rubrics for recruitment, retention, and professional development.
 - d) Advise the Department Chair as needed.

The listed key responsibilities and/or services are a guide. The Committee may diverge as appropriate given the circumstances.

III. Committee Membership

Composition: The Committee shall consist of three (3) or more Department faculty members (with one (1) or more faculty members from each subdiscipline), one (1) Department staff member, the Department's Graduate Program Assistant, and up to five (5) Department graduate students.

Ad Hoc Members: The Graduate Program Coordinator will serve on the Committee on an ad-hoc basis. The Department Chair may select and appoint ad hoc Committee members including, but not limited to, consultants and experts as needed.

Term of Service: Terms of Committee membership are on-going. Committee members serve on a voluntary basis and may be appointed or removed depending on the needs of the Department at the discretion of the Department Chair.

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IV. Committee Chairperson

The Committee Chairperson shall be designated by the Department Chair and shall be a Department faculty member. The Committee Chairperson's responsibilities include, but are not limited to: convening meetings, calling for agenda items, monitoring and tracking of the Committee's goals and milestones, delegating tasks to Committee members, and updating the Department Chair on the Committee's progress.

V. Decision-Making Authority

The Committee is not a decision-making body and does not have authority to implement, decide on, or vote on policy.

VI. Access to Department and University Information

The Committee may request from the Department and/or the University information and data from the Department and/or the University necessary to fulfill its purpose.

As per University policy, the Committee may obtain information or consider matters for which only faculty members are allowed access and/or responsible. In such circumstances, non-faculty Committee members may not be granted access to such information or may not be permitted to advise on matters for which only faculty members are allowed and/or responsible for.

VII. Committee Meetings

The Committee shall meet regularly and at least four (4) times per academic year, and more frequently as circumstances require. The Committee Chairperson will determine the time and place of each Committee meeting.

If the Committee does not have agenda items, or if no agenda items are presented, the Committee Chairperson may determine at his or her discretion, that a meeting is not required.

The Committee shall take general minutes of its meetings. Minutes of Committee meetings may be made available to Department faculty, staff, and students. Meetings of the Committee shall be open to Department faculty, staff, and students.

The Committee may form and assign responsibilities to subcommittees when appropriate.

The Committee may invite faculty members, staff members, students, and/or any person(s) whose advice and counsel is sought to participate in Committee meetings from time-to-time as appropriate for input for the matter(s) under discussion.

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VIII. Committee Reports

The Committee Chairperson shall make periodic reports on the Committee's work and as requested by the Department Chair.