



DIVERSITY AND INCLUSION COMMITTEE: TERMS OF REFERENCE

1. INTRODUCTION

The activities of the Diversity and Inclusion Committee (hereafter “the Committee”) of the Faculty of Economic and Management Sciences (hereafter “the Faculty”) take place in terms of Transformation Charter of the University of Pretoria.

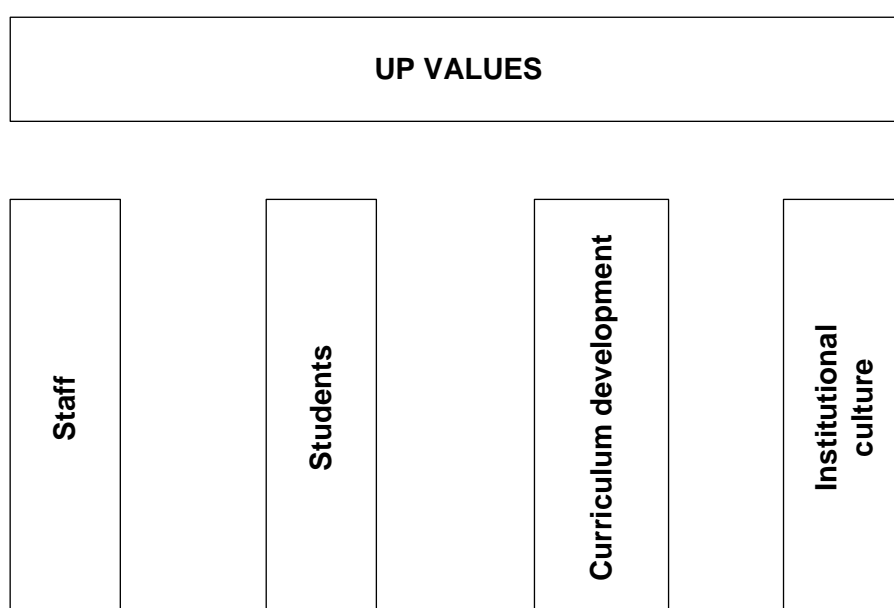
2. PURPOSE OF THE DIVERSITY AND INCLUSION COMMITTEE

- The Committee supports the core functions of teaching and learning, research and community engagement;
- The Committee will be aligned to and informed by the Institutional Transformation Committee and transformation goals of the UP;
- The Committee will advise the Faculty management on all transformation matters;
- The Committee will, when necessary, offer guidelines to staff regarding diversity sensitivity; and
- The Committee acknowledges that transformation is a continuous process and that it will remain part of the tertiary discourse.

3. FRAMEWORK USED BY THE EMS DIVERSITY AND INCLUSION COMMITTEE

The work of the Diversity and Inclusion Committee informs the four pillars of transformation, namely staff, students, curriculum development and institutional culture. The committee will use the framework displayed in Figure 1 to direct its actions and activities.

Figure 1: Framework used by the EMS Diversity and Inclusion Committee



4. COMPOSITION OF THE DIVERSITY AND INCLUSION COMMITTEE

The Diversity and Inclusion Committee consists of:

- 4.1 The Chairperson, nominated annually by the Dean from the Faculty and from the ranks of the Heads of Departments and Directors
- 4.2 Deputy Dean: Teaching and Learning
- 4.3 Deputy Dean: Research and Postgraduate Studies
- 4.4 At least one (1) senior academic nominated from each of the four clusters in the Faculty:
 - Financial Sciences
 - Management Sciences
 - Economics
 - Public Management and Administration.
- 4.5 An administrative staff member as nominated by the Faculty administrative staff
- 4.6 An administrative staff member from the Faculty Marketing Office
- 4.7 The Faculty Student Advisor
- 4.8 The Thuthuka manager
- 4.9 A nominated representative of the Faculty at lecturer or senior lecturer level
- 4.10 A nominated member of the Faculty Student House: Commercii.

The nominated members will be approved by the HOD Committee during the first HOD Committee meeting on an annual basis. A nominated member will serve for a term of one year, to be renewed for a maximum of three years. The Office of the Chairperson provides secretarial support to the Committee.

5. ACTIVITIES AND PROCEDURES

5.1 General Meetings

The Diversity and Inclusion Committee meets once per month during the semesters on the dates agreed at the beginning of the year.

5.2 Agenda

The Office of the Chairperson supplies every member with an agenda, which should contain, amongst others, the date, time and place of the meeting and the points of discussion.

5.3 Minutes

A general meeting starts, after constitution, when the Chair of the meeting ratifies, with his/her signature, the minutes of the previous meeting and the minutes of any special meetings held thereafter. Any objections and amendments to the minutes are raised and addressed before ratification.

5.4 Report back

- The Committee submits a monthly report summarising its activities that serves on the agenda of the HOD Committee meetings.
- The Committee submits reports to the Faculty Board that meets bi-annually.
- The Committee submits reports to the UP Transformation Committee that meets quarterly.

5.5 Staff functions/activities

The Committee will coordinate staff functions/activities that enhance diversity and inclusion in the Faculty.