



Employment Equity Council (EEC) Terms of Reference

1. Purpose

The Employment Equity Council shall work through, and with, the Director, Systemic Equity Initiatives to effectively implement, monitor and evaluate, through the use of measurable indicators of success, Dalhousie's Employment Equity Policy and Plan.

2. Responsibilities

The Council shall:

- i Receive and evaluate the inventories of designated and equity-seeking group members employed at Dalhousie and the external workforce data compiled, collected and analyzed by the Director, Systemic Equity Initiatives and colleagues.
- ii Provide consultation to the Director, Systemic Equity Initiatives, who will determine and propose to the President measurable indicators of employment equity success (e.g., goals and timelines).
- iii Receive periodic updates on progress regarding the implementation of its goals and timelines from the Director, Systemic Equity Initiatives.
- iv Provide consultation to the Director, Systemic Equity Initiatives, who will devise and recommend outreach, recruitment, hiring, training and development, career progression, promotion and tenure, and retention strategies for members of the designated and equity-seeking groups.
- v Request the Director, Systemic Equity Initiatives to audit, on behalf of the Council, information relevant to employment equity Dalhousie.
- vi Provide consultation to the Director, Systemic Equity Initiatives, who will recommend to the President, and other levels of administration, strategies for improvement in Dalhousie's performance in achieving employment equity goals.
- vii Support the Director, Systemic Equity Initiatives, in making annual report on the implementation of and progress in advancement employment equity goals to the Board of Governors, the Senate, the President, the Dalhousie community and designated and equity-seeking group communities

3. Operation

The Council shall meet four times per year, typically twice in the fall and twice in the winter academic terms, or more frequently at the request of the Chair. Notice of meeting and the meeting agenda will be circulated electronically in advance of the meeting. The material will be provided in an alternate format upon request.

The business of Council will be conducted only when a quorum of 50% of Council members are present.

A majority vote of Council members who are present and voting will be required to carry any motion of Council. The Chair will only vote in instances where it is necessary to break a tie.

At any regular meeting the Council may establish a committee, standing or ad hoc, as needed to accomplish its mandate. The Council may invite resource people to join its deliberations, including a representative from the Nova Scotia Human Rights Commission, as needed.

4. Membership

The Council shall include the following voting members:

- Chair, to be selected from among the membership for a two – three year term
- Ex-officio representatives (5)
 - Director, Systemic Equity Initiatives, Human Rights & Equity Services (HRES)
 - Assistant Vice-President, Human Resources or designate
 - Provost & Vice-President Academic or designate
 - Vice-Provost, Student Affairs or designate
 - President of the Dalhousie Student Union or designate
- Employee Group representatives (6)
 - Dalhousie Faculty Association (DFA)
 - Dalhousie Professional Management Group (DPMG)
 - Canadian Union of Public Employees (CUPE) Local 3912
 - Nova Scotia Government Employees Union (NSGEU) Local 99 three year term
 - Nova Scotia Government Employees Union (NSGEU) Local 77 three year term
 - Public Service Alliance of Canada (PSAC) Local 86001
- Indigenous Mi'kmaq representative – employee (1)
- Historic African Nova Scotian representative – employee (1)
- Sexual Orientation and/or Gender Identity (SOGI) representative – employee (1)
- Dis/Abilities representative – employee (1)

The Council shall include the following non-voting members:

- Council Secretary, HRES Administrative and Intake Coordinator
- HRES Data Analytics Coordinator
- Other relevant campus advisors, scholars and/or experts as determined by the Council

The Council shall represent the Dalhousie community and strive to ensure its membership includes representation from each of the designated and equity-seeking groups, as defined in the Employment Equity Policy.

The Council shall ensure its membership includes representation from the Agricultural Campus.

The Council shall select from its membership an individual to fill the role of Chair for a two to three year term. **The member selected to Chair must be recommend to and endorsed by the President.**

Members of the Council will be chosen by, and serve at the pleasure of, the constituency they represent. Their term on Council is determined by the constituency that they represent. These constituencies should notify the Council as soon as possible of their representative on Council upon making a designation.

When the need arises for new membership, the members of Council representing targeted equity-seeking groups, will be chosen through a Call for Nominations/Applications for Membership process.

5. Call for Nominations/Applications for Membership Process

The Council on Employment Equity will call for nominations and applications for membership on the Council by February 1 of every year, for two or three year term vacancies expected in September of the same year.

The call for nominations and applications will be posted online at https://www.dal.ca/news/today/2015/09/04/call_for_nominations_applications_council_on_employment_equity.html and widely communicated to the campus community by the Human Rights & Equity Services.

The deadline for receiving nominations and applications will be April 1. Decisions will be made and communicated by May 1.

The call for nominations and applications will include the membership seat for which there is a vacancy and the term of the position.

The call will also encourage nominations and applications from designated and equity-seeking groups to maximize diversity across all membership seats.

Letters of nomination and applications, directed to the Council, should outline both interest and experience in employment equity work, demonstrated through any of the following: volunteer or paid work; teaching, research or scholarship; experiences within a community of interest; work or experiences at the university, in the broader Nova Scotian community, in other Provinces or abroad.

Submission of a resume or curriculum vitae is not required. Nominations and applications should be sent to the Administrative & Intake Coordinator in the Human Rights & Equity Services, respect@dal.ca.

6. Review

The Council Terms of Reference will be reviewed every 5 years or earlier as required.

Last Updated: February 2, 2017