

## The Faculty of Mathematics Equality and Diversity Committee Terms of Reference

### 1. Purpose

The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.

The purpose of the Faculty of Maths Equality and Diversity Committee is to ensure the Faculty has an inclusive working environment and to embed E&D values and working practices. The Committee will promote a culture of participation and inclusivity, raise awareness of equality and diversity issues, identify obstacles and problem areas, identify equality priorities and objectives, propose actions to meet these priorities and monitor progress. Its remit is both staff and students.

### 2. Objectives

- a. To identify the Faculty's equality priorities and objectives across all protected characteristics
- b. To ensure equality of opportunity and to support the recruitment, retention and promotion of a diverse range of staff and students
- c. To review the impact of institutional and local policies and practices and identify existing good practice
- d. To oversee the Faculty's Athena SWAN Charter award submissions
- e. To oversee progress against the current Athena SWAN action plan and identify further actions to advance broader equality objectives
- f. To establish working groups as necessary who will have responsibility for overseeing the progression of specific areas of the action plan, including collection of evidence of impact and positive changes
- g. To report to the Faculty Board and other relevant Faculty Committees and meetings at least termly.
- h. To communicate values and activities to staff and students

### 3. Membership

3.1 The Equality and Diversity Committee will consist of the following:

#### Members

- Chair (Prof. Cates)
- Head of Departments (Prof. Peake and Prof. Norris)
- Faculty Admissions Officer (Dr Spivack)
- Director of Undergraduate Education (Dr Evans)
- Departmental Administrator (Dr Gruar)
- Researcher Reps (one from each Department; postdocs/CTOs)
- Students Reps (ideally one graduate and one undergraduate member). These two posts will be advertised annually in October with support from the Emmy Nöether Committee)
- School of Physical Sciences Committee Representatives (Dr Eglén/Dr Shah)

#### Co-opted/corresponding members

These members will be invited to attend meetings when required:

- Director of Taught Postgraduate Education (Dr Wolf)
- Director of Graduate Education from either Department (Dr Fisher / Prof. Berloff)
- Professional and support staff representative

- Corfield / Sheila Edmonds Lecturers (Dr Krieger / Dr Ubiali)
- Representative from the Equality & Diversity Section (Dr Jasiewicz)
- Council / University HR Committee representative (Dr Cowley)

3.2 Members are responsible for:

- communicating and embedding equality and diversity practices into their respective departments;
- providing the Committee with their views and expertise in order to make informed recommendations;
- participating in relevant working groups to review and progress the action plan;
- keeping up to date with equality and diversity issues

3.3 Membership will be reviewed on an annual basis

3.4 Members of the committee will be involved in working groups whose task is to review quantitative and qualitative data for the following main areas:

1. Undergraduate admissions and inductions
2. Undergraduate attainment and transitions/career destinations
3. Part III admissions and attainment; Graduate admissions and PhD completion rates
4. (a) Academic Staff (UTOs and CTOs) including career development and key career transition points (recruitment, induction, promotion, REF, equal pay, workload);  
(b) Professional and Support Staff including recruitment, induction and career development
5. Research staff career development and key career transition points (recruitment, induction, REF, equal pay)
6. Culture and communication including flexible and family friendly working practices as well as staff and student feedback (surveys/focus groups)

The working groups are charged with identifying the main findings, gaps and areas that require further action and making recommendations to the Committee. Each working Group will have a Convenor who is a member of the E&D Committee. The Convenors are responsible for identifying members of their working group (both from within and outside the E&D Committee), organising WG meetings and reporting to the E&D Committee.

3.5 All panel members have an important role to play in ensuring that Athena SWAN principles and gender equality are promoted within the Department. Therefore panel members are expected to have completed the University's online Equality & Diversity training module, and implicit bias/unconscious bias training or equivalent as part of their panel role.

#### **4. Meeting schedule**

E&D Committee meetings will normally be held at least once a term including a meeting in the long vacation. Working Groups' meetings will be held in between main Committee meetings as required, and the Working Group Convenors will provide reports to the Committee as requested.

The Terms of Reference will be reviewed by the Committee at its first meeting of every new academic year.

**Equality and Diversity Committee – proposed meeting dates and link to other Faculty committees**

(with which there should be regular exchange of reports/minutes).

| <b>Committee<br/>(# meetings)</b>   | Sept/Oct   | Nov   | Jan/Feb   | March   | April  | June/July  |
|-------------------------------------|--|---|---|---|--|--|
| <b>Equality and Diversity (4-6)</b> | Working Group 2 update on Tripos attainment (send to Nov FB & DoS meeting) | Working Group 1 update on admissions and induction for students | Working Group 3 update on Part III attainment and graduate admissions | Working group 4 update on staff data, recruitment stats, inductions, workload etc for both Academic staff and PSS | Working Group 5 update on research staff<br>Plan for staff/student surveys | Working group 6 update on culture and communications |
| <b>FB (6)</b>                       | end Oct  | end Nov   | end Jan, mid Feb  |   | end Apr, end May   |  |
| <b>MUAC (3)</b>                     |  | Nov (before FB)   | √   |   |  | √  |
| <b>Teaching Committee (6 +)</b>     |  | Report on Tripos Exams (→ Nov FB & DoS meeting)                 |   |   | Annual Report to FB (→ Oct FB)   |  |
| <b>Part III Committee (4)</b>       | start of MT  | end of MT<br>Report on Part III Exams (→ Nov FB & DoS meeting)  |   | end of LT   | end of ET<br>Annual Report to FB (→ May FB)                                |  |
| <b>Staff Committee (3 each)</b>     | start of MT  |   | start of LT   |   | start of ET  |  |
| <b>DoS (2)</b>                      |  | Nov   |   |   | May  |  |