

Equity Action Planning Task Force (EAPT)

Terms of Reference

1. Role and Purpose

The Equity Action Planning Taskforce (EAPT) shall provide strategic direction and support for the process of conducting an Equity Audit at Nipissing University.

- The EAPT shall create a Request for Proposals for an Equity Audit of Nipissing University;
- The EAPT shall interview candidate firms and shall make a recommendation to the President on the firm to conduct the Equity Audit;
- The EAPT shall facilitate the full participation of various groups such as students, staff, and faculty in the Equity Audit.
- Upon completion of the Equity Audit and the Office of the President's acceptance of the Audit's Recommendations for Action, the EAPT shall initiate the transfer of responsibility for the Action Plan, to the group(s) responsible for implementation.

2. Value Statements

The Equity Action Planning Task Force is focused on promoting and upholding the principles of equity, diversity, and inclusion within the university. Committee members are dedicated to fostering an inclusive and respectful environment where diversity is valued, recognizing its importance for excellence, and ensuring a safe and supportive atmosphere while sharing the responsibility of creating an equitable community. The EAPT will focus on identifying structural inequities, including but not limited to the protected grounds as identified in the Ontario Human Rights Code (OHRC). These complex intersectionalities underscore the importance of valuing individual contributions from diverse members of our community.

3. Membership (16-18 members)

The Equity Action Planning Taskforce will be comprised of members nominated by each of the following groups (according to their own internal processes) and approved by the President.

Student Representation (3 members)

- Nipissing University Student Union (NUSU) – 1 member
- Nipissing University Black Association for Student Expression (NUBASE) – 1 member
- The Equity Centre – 1 member

Faculty Representation (3 members)

- Faculty of Education & Professional Studies – 1 member
- Faculty of Arts and Science – 1 member
- Nipissing University Faculty Association (NUFA) – 1 member

Support Staff Representation (2 members)

- Support Staff – 1 member
- OPSEU executive member – 1 member

Management Group (1 member)

- Administrative Group - 1 member (non-executive)

Community Member (1 member)

- Nipissing University Indigenous Council on Education – 1 member

University Groups (2 members)

- Caucus of Racialized Persons (1 member)
- Office of Indigenous Initiatives (1 member)

Senior Administration Membership (2 voting members) (1 collective vote)

- Provost and Vice-President, Academic
- Assistant Vice President, Students

Senior Administration Membership (1 member)

- Assistant Vice-President, Human Resources & Equity, Diversity, and Inclusion (Non-Voting)

Co-Chairs (2 members)

- Assistant Professor, Faculty of Education & Professional Studies (Non-Voting)
- President, Vice-Chancellor (Non-Voting)

Committee Support (1 member)

- Human Resources & Equity Advisor (Non-Voting)

The Task Force will strive for diversity of membership by gender and sexuality, race and ethnicity, ability and wealth, and many other aspects of identity.

The Task Force will seek ways to compensate members for participation when this work falls outside their paid work.

4. Functioning of the Task Force

- Nipissing University's Office of the President will form a Task Force or working groups to ensure all relevant parties are engaged in the diversity, equity, and inclusion (DEI) process.
- The Task Force will continue to advance their own commitment to ongoing learning and development among members.
- Members of the Task Force will contribute their expertise and knowledge in an open-minded way, indicating a commitment to collaboration and respectful discourse within the committee.
- Members of the Task Force will foster an environment that is barrier-free and in line with the [Respectful Workplace & Learning Environments Policy](#)

- The Task Force is collaborative in structure, all participants are expected to be active participants and contribute meaningfully through discussion, feedback and other ways as the Task Force deems necessary.

5. Meetings & Decision-Making Procedures

All meetings shall be convened and chaired by the Co-Chairs of the Equity Action Planning Task Force.

A meeting quorum shall be 70% of the voting members of the Equity Action Planning Task Force. There will be nine (9) voting members out of a total of thirteen (13) voting members on the Task Force.

Decisions made at meetings or online shall be made by group consensus. In the event no consensus can be made, deciding votes shall require a 70% majority of voting members. In the event of a tie, then the Co-Chair (Chris) will break the tie).

Resources shall be provided by the Committee Support including:

- Preparing agendas and supporting documentation;
- Preparing meeting notes and information.

Meetings will be held in the President's Boardroom (F313), with online capacity available to out-of-town members or those physically unable to come to campus. If a different meeting room or location is required members will be notified via email.

6. Communications, Consultation and Reporting

- Meeting notes and relevant documents shall be posted to the EAPT webpage section of the President's website.
- An EAPT email account will be created for members of the community to use to direct inquiries or questions to the committee for discussion at future meetings.
- The Task Force shall determine what information shall be shared with constituent groups, based on the principles of transparency and responsibility.
- Members are responsible for consulting and communicating with constituent groups, based on the practices of those groups.

7. Amendment, Modification, or Variation

The Terms of Reference for the Equity Action Planning Task Force may be amended, varied, or modified in writing after consultation and agreement by the Equity Action Planning Taskforce members, as per Procedure for Decision-making.

8. Term

The Terms of Reference for the Equity Action Planning Taskforce are effective from the 6th of May 2024, until the action plan is created and responsibility for oversight of implementation has been transferred to an appropriate body on campus.