

Diversity Awards Committee

Terms of Reference

The following terms of reference are generic and intended to guide the operation of the Diversity Awards Committee. References within these Terms of Reference to the “Committee” mean the Diversity Awards Committee.

1. The University of Calgary Diversity Awards

The University of Calgary’s Office of Diversity, Equity, and Protected Disclosure, ODEPD, established the Diversity Awards in 2018. The awards recognize all students, faculty, staff and post-doctoral scholars for outstanding individual or group initiatives or research that promote and foster an inclusive work, learning or living environment on campus. Each year the ODEPD invites the University of Calgary community to submit nominations for the annual Diversity Awards.

2. Award Nominations

Nominations for the 2019 awards can be made in four categories: students, staff (MaPS and AUPE employees), faculty, and a team/group. A team nomination can include members from all of these groups.

The Diversity Awards recognize outstanding achievements in a practice, event, applied research, policy, program or other accomplishment that actively fosters sustainable and measurable change for all groups on campus. Qualifying accomplishments include either significant success in on-going initiatives, or achievements in work completed within the last two years. Examples of achievements can include:

- A faculty initiative e.g. a strategic plan that recognizes the importance of diversity and inclusion
- An ongoing event that helps students, staff and faculty on campus to feel welcome and included
- A tool or practice that increases equity e.g. accessibility accommodations for people with disabilities
- Adapting or changing procedures, policies or practices to make them fair and more inclusive
- Fostering excellence in achieving diversity, equity and inclusion goals
- Exemplifying leadership in fostering an inclusive campus

3. Membership of the Diversity Awards Committee

The Diversity Awards Committee is established to adjudicate award submissions each year. The Chair of the Diversity Awards Committee is the Director, Office of Diversity, Equity, and Protected Disclosure or an interim representative. The Chair appoints members of the Diversity Awards Committee. The composition of the Awards Committee should include, at a minimum, one representative of the University of Calgary’s staff, students and faculty as below:

- one representative of Management and Professional Staff (MaPS);

- one representation of support staff employees under Alberta Union of Provincial Employees, AUPE;
- one faculty representative;
- one (each) representative from Graduate Students Association, GSA, and, Students Union, SU;
- any other person(s) that the chair may appoint

4. Purpose of the Diversity Awards Committee

The Awards Committee has the following responsibilities:

- To review nominations submitted for the Diversity Awards and to give fair consideration to all entries.
- To ensure that all entries meet the qualifying criteria and meet the established submission requirements including providing supporting information set out in the nomination form for the Diversity Awards.
- To evaluate the nominees for each award and to select winners in each category.
- To offer feedback and suggestions for future awards, criteria and guidelines, and make other recommendations.

5. Meetings

Each year the committees shall be convened once a year to adjudicate the award nominations and select winners.

6. Reporting Procedures

Awards are announced during the annual Diversity Days event.

7. Conflict of Interest Disclosure

Committee members shall disclose potential conflicts of interest prior to the start of the award selection processes. The committee shall take appropriate measures to ensure integrity of the adjudication process in order to maintain confidence in the process and purpose of the Diversity Awards.