



# Universiteit Leiden

## Staff Advisory Group Diversity and Inclusion Terms of Reference

### I. Role of the Staff Advisory Group

- 1.1 Be vocal and visible about diversity and inclusion within the Faculty, advancing equality of opportunity for all.
- 1.2 Provide solicited and unsolicited advice to relevant Faculty decision-making bodies and support staff on: Faculty climate and culture relating to diversity and inclusion; policy developments relating to diversity and inclusion; their integration into the Faculty's overall strategic plan and their implementation; and the desirability and priority of policy measures related to diversity and inclusion which have resource implications. Areas of focus for the Advisory Group are *Staff*, *Research* and *Accessible and Inclusive Learning and Working Environment*.
- 1.3 Advise on projects aimed at collecting qualitative and quantitative data on the Faculty climate and community.
- 1.4 Monitor and evaluate the implementation and effectiveness of the Faculty's diversity and inclusion policy measures.
- 1.5 Ensure diversity and inclusion policy measures are effectively disseminated and promoted.
- 1.6 Act as the Faculty-wide selection committee for the [Holland Scholarship](#).
- 1.7 Maintain appropriate consultation and communication routes with all relevant groups in the Faculty pursuant to these Terms of Reference.

### II. Composition of the Staff Advisory Group

- 2.1 The Advisory Group shall comprise between 8 (min.) and 12 (max.) members.
- 2.2 With the exception of NIMAR and ACPA, all scientific institutes must have representation in the composition of the Advisory Group. In the case of ACPA, representation is dependent on the availability of a staff member. The Advisory Group shall consist of at least one PhD candidate. (Language) teachers and tutors with part-time or short-term appointments are eligible for appointment to the Advisory Group.
- 2.3 The Faculty Bureau shall have representation through three members from three different departments.
- 2.4 The members shall represent the diversity of our staff. Members shall mainly consist of employees that are underrepresented in managerial positions, amongst full professors and/or in other faculty bodies and committees.
- 2.5 Members will include those who have recognized diversity and inclusion expertise or experience (e.g. on gender, LGBTQI+, ethnicity, religion, disability).

- 2.6 Members must elect a chairperson from within the Advisory Group. The Chair ideally knows the Faculty well and will assume an independent position. They preferably belong to a group that is currently underrepresented in administrative positions within the Faculty. The chairperson shall hold the position for a term of one year, with the possibility of extension.
- 2.7 Members must elect a vice-chairperson from within the Advisory Group. The Vice-Chair ensures continuity in the event the Chair is absent. The vice-chairperson shall hold the position for a term of one year, with the possibility of extension.
- 2.8 Members are nominated by the Advisory Group and appointed by the Faculty Board for a period of three years. Membership is renewable.
- 2.9 The Advisory Group is supported by the Policy Officer Diversity and Inclusion, who shall act as the Secretary.

### **III. Operations of the Staff Advisory Group**

- 3.1 The Advisory Group will generally meet four times per academic year. It has the power to call extra-ordinary meetings as required. One of its meetings shall consist of a joint session with the Student Advisory Group Diversity and Inclusion.
- 3.2 The Advisory Group shall have the agenda and accompanying documents at least five days prior to a meeting.
- 3.3 The quorum for meetings is 50 per cent of formal members.
- 3.4 Depending on the agenda, individuals from outside the Advisory Group will be invited to attend for relevant agenda items.
- 3.5 Minutes shall be written in English. Any advice issued by the Advisory Group will be translated into Dutch.
- 3.6 Meetings shall last a maximum of 2 hours.
- 3.7 The Terms of Reference and the functioning of the Advisory Group are subject to regular review by the Faculty Board and Policy Advisor D&I, including self-assessment by the Advisory Group every two years, to ensure it is operating effectively and fulfilling its function.