

## **Diversity Team Charge** *(revised September 2020)*

### **Background and Charge**

A key recommendation of the report of the Diversity Planning Task Force approved by Leadership Council in September 2015 was to establish “a standing Diversity Team made up of library employees to be advocates for diversity, plan library programs and activities, and share information about UC and campus diversity events and initiatives.” The Diversity Team will help implement the goals of the Task Force’s report and be a catalyst to promote a culture of diversity and inclusive excellence in the Libraries.

### **Appointment and Reporting**

The Diversity Team will report to the AUL for Administrative Services. The AUL/AS will issue a call for volunteers and will appoint members representing a broad cross-section of the Libraries’ employees. The team consists of approximately four to six volunteer members. The normal term of appointment will be two years. New members will be appointed to fill vacancies as needed. In addition, two representatives from Library Human Resources will serve as ex officio members to provide guidance and to ensure compliance with HR and administrative policies and best business practices.

### **Key Tasks and Responsibilities**

- Review the Libraries Diversity Statement and Plan, the Diversity Planning Task Force’s report (September 2, 2015), and the Diversity Team charge.
- Identify a reasonable number of activities to implement each year. Examples of activities that may be considered and prioritized by the team include, but are not limited to:
  - Planning library-wide events to help create and promote a culture of diversity and inclusion within the Libraries.
  - Investigating how the Libraries and library employees can contribute to or participate in relevant campus-wide initiatives. Making recommendations and consulting with Leadership Council/Library Administration regarding Libraries participation.
  - Reviewing the Libraries’ public diversity website to ensure that content is relevant and up to date. Make recommendations to the AUL/AS for updates to the website content and design.
  - Maintaining the internal Diversity Team Wiki page, contributing to the No Shelf Required blog, and maintaining/updating other relevant team content.
  - Recommending strategies to highlight diversity related material in the Libraries’ collection such as articles, books, films, databases, etc.
  - In coordination with Library HR, investigating diversity training

- opportunities for library employees and making recommendations to library leadership as appropriate.
- Developing ideas for public-facing activities and consulting with the appropriate department or group in the Library to make suggestions and discuss responsibilities for implementation.
  - Sharing information with library employees about library or campus diversity related events
  - Making suggestions to Communications & Events about highlighting library diversity activities to broader audiences.

### **Special Considerations and Challenges**

When planning activities, in order to ensure the Libraries are in compliance with all UC and UCI policies and procedures, Library Human Resources will consult with the campus Office of Equal Opportunity and Diversity (OEOD), Library Business Office, the Library Communications and Events, and other units as appropriate.

### **Expected Outcomes**

Development of programming and events that promote a culture of diversity and inclusive excellence in the Libraries

### **Timetable**

The diversity team is ongoing.

### **Communication by the Group**

The Team will establish a regular meeting schedule and will keep the AUL for Administrative Services updated on the team deliberations and plans. Information on the work of the team should also be shared with Leadership Council and/or all library employees frequently and feedback should be solicited.

### **Process for Review of Recommendations and for Decision Making**

The AUL for Administrative Services will approve the team's proposals and will facilitate approval of budgetary requests.

### **Membership and Terms of Appointment**

The team will consist of approximately four to six members. The normal term of appointment will be two years. In addition, two representatives from the Library Human Resources Department will serve as ex officio members.