

PRESIDENT'S ADVISORY COMMITTEE ON HUMAN RIGHTS, EQUITY AND DECOLONIZATION (PACHRED)

Terms of Reference

Preamble:

The President's Advisory Committee on Human Rights, Equity and Decolonization (PACHRED) is intended to serve as a vehicle to unite students, staff, and faculty in support of the University's commitment to human rights, equity and decolonization. Working closely with the Human Rights and Equity Office (HREO), within a framework of the Ontario *Human Rights Code*, PACHRED will engage in dialogue that best serves the Brock community.

Brock University recognizes that human rights are a constantly evolving set of ideals that promote and reinforce the dignity and self-determination of all individuals and attempt to mitigate systemic inequalities. University communities, as small microcosms of society, will always face challenges as we strive to show leadership in promoting equity. Brock University is committed to creating a welcoming and inclusive community for students, staff, faculty and neighbouring communities.

1. Mandate.

The mandate of PACHRED is to:

- a. Identify and anticipate issues affecting equity-seeking communities (this list is not exhaustive, but may include women, Indigenous peoples, members of racialized communities, newcomers and refugees, members of diverse faith communities, persons with disabilities, 2SLGBTQ+-identified individuals) both within the University and relevant to those seeking access to the University, and advise the President on such issues;
- b. Provide a forum for discussion, reflection and learning on issues of decolonization, human rights, inclusion, equity and campus community-building and, in keeping with the spirit of the University, create spaces for respectful debate on important social issues;
- c. Provide advice and observations to the President and/or the Associate Vice-President, Equity, Diversity, and Inclusion on the planning and development of policies and programs related to building an inclusive community, both within the University and neighbouring communities;
- d. Meet with the President at least once per academic term to discuss PACHRED's work and progress; including discussion of short and long-term goals and leadership opportunities for PACHRED;
- e. Provide reports and make recommendations for action to the President. The President may provide these reports to the Board of Trustees, Senate and other relevant

University bodies in order to channel advice through the University structure and thus sustain a University culture that advances equity and inclusion;
Provide feedback and recommendations regarding the implementation of institution-wide activities to advance equity diversity and inclusion.

- f. Provide an annual report to the University community on PACHRED's activities and achievements.

2. Membership.

- a. **Criteria:** All members will have a demonstrated commitment to equity, access and inclusion for members of equity-seeking groups and, preferably, direct or lived experience with such matters, acknowledging a framework of intersectionality. Such experience or commitment may be in areas such as social justice and human rights advocacy and activism, labour and employment matters, educational equity, inclusive pedagogy, emancipatory approaches to research and knowledge building, decolonization, or previous experience working on related University committees. Students who seek membership are encouraged to have demonstrated their commitment to student groups and organizations and initiatives.
- b. **Eligibility:** Membership on PACHRED is inclusive of the equity-seeking groups identified in its mandate and is open to both individual members of the University community and to University organizations committed to diversity, accessibility, decolonization, equity and inclusion. Individual membership is made up of approximately one third faculty, one third students, and one third staff.
- c. **Participation:** Each member is expected to participate on at least one of PACHRED's ongoing Working Groups during their term.
- d. **Types of Membership.**
 - **Faculty Membership:**
 - i. Includes Tenured and Contract/P.T. faculty.
 - ii. Individual member terms are for 1, 2 or 3 years and may be staggered to ensure continuity of discussion and experience on PACHRED. Faculty members will be asked to confirm whether they intend to renew at the end of each annual cycle for a maximum of six years.
 - **Staff Membership:**
 - i. Includes FT, PT, and Contract staff, Post-Doc Research Staff.
 - ii. Individual member terms are for 1, 2 or 3 years and may be staggered to ensure continuity of discussion and experience on PACHRED. Staff members will be asked to confirm whether they intend to renew at the end of each annual cycle for a maximum of six years.
 - **Student Membership:**
 - i. Includes both FT and PT students at the undergraduate and graduate level.

- ii. Student member terms are for one year and will be asked to confirm whether they intend to renew at the end of each annual cycle for a maximum of three years
- e. Term: The term of membership on PACHRED generally commences on July 1 and is for 1, 2 or 3 years and to ensure continuity of discussion and experience on PACHRED. Individual members and organizational members may normally serve up to two consecutive terms (or a maximum of six years); after the conclusion of two terms, they may seek renewal after an absence of at least a year, subject to the nominations process described in the Nominations Committee Terms of Reference. During a term a member may take a leave and resume the remaining term upon return.
- f. Organizational Members: Because of their centrality in advancing and enacting PACHRED's mandate, the following organizations and University offices will each have one voting representative on the committee:
 - People & Culture
 - BUSU
 - The Office of the Vice-Provost
 - Indigenous Engagement
 - Student Wellness and Accessibility Services
 - BUFA
 - Social Justice Research Institute
 - CUPE
 - GSA
 - OSSTG
 - Brock International

Organizational members will act as information ambassadors between PACHRED and the organization. An invitation for membership will also be extended to the University's Aboriginal Education Council. Organizations seeking membership on PACHRED may apply to the PACHRED Nominations Committee which will make a recommendation to the President for approval.

- g. Ex-Officio Members: Due to their work in supporting Students, Faculty and Staff, the Student Ombudsperson and staff of HREO designated by the Associate Vice-President, Equity, Diversity, and Inclusion are ex-officio (non-voting) members.
- h. Nominations Committee: The appointment of individual members to PACHRED, the length of term of members, and the appointment of PACHRED Co-Chairs shall be done by the PACHRED Nominations Committee. PACHRED will appoint a Nominations Chair for a term of at least two years to convene the Nominations Committee. The Nominations Committee will include and be supported by a staff member from HREO. The Nominations Committee Terms of Reference are set out in Appendix 1.

3. Executive.

- a. Co-Chairs: PACHRED will be co-chaired by three experienced members (i.e. members of PACHRED who have served at least one year on PACHRED): a Co-Chair who is a faculty member, a Co-Chair who is a staff member and a Co-Chair who is a student representative. At least one of the three Co-Chairs serving in any given year should remain as a Co-Chair in the succeeding year, to ensure continuity.
- b. Term of Co-Chairs: PACHRED Co-Chairs will serve for a maximum of two years. In exceptional circumstances, a PACHRED Co-Chair may be asked to extend their term by one additional year on the recommendation of the Nominations Committee.
- c. Eligibility to serve as Co-Chair: Staff of HREO are ineligible to serve as a PACHRED Co-Chair.

4. Meetings.

- a. Frequency: PACHRED will normally meet five times per year between September and May. Meeting dates will be fixed and widely publicized at the beginning of each year. Meetings may be called in the summer on an ad-hoc basis.
- b. Open meetings: Meetings are open and observers are welcome to attend.

5. Coordinating Committee.

- a. Mandate: The Coordinating Committee of PACHRED assists in coordinating activities between PACHRED's working groups, facilitates communication between the working groups and PACHRED, and vets proposals and communications from the working groups as needed. The Coordinating Committee also facilitates planning and prioritizing PACHRED's activities, advises the PACHRED Co-Chairs on agenda items for PACHRED meetings, reviews and discusses PACHRED's budget and discusses the activities of the Nominations Committee.
- b. Meetings: The Coordinating Committee meets before each PACHRED meeting and at other times when needed.
- c. Membership: The Coordinating Committee is comprised of:
 - i. PACHRED Co-Chairs
 - ii. Chairs of the working groups and affiliated groups
 - iii. One Undergraduate and one Graduate student representative
 - iv. Associate Vice-President, Equity, Diversity, and Inclusion and one designated member from HREO (ex-officio members)
- d. Membership terms: Terms of service on the Coordinating Committee for PACHRED Co-Chairs and Chairs of the working groups and affiliated groups will coincide with their term as

Co-Chair and Chair. The terms of service on the Coordinating Committee for the student representatives are one-year (renewable).

6. Working Groups.

- a. Standing Working Groups and Mandates: PACHRED's Working Groups include the 2SLGBTQ+ Committee, Anti-Ableism and Mental Health, Employment Equity, Decolonization, Anti-Racism Committee, and Sexual Violence Prevention Committee. The groups will examine and discuss issues they identify and report back to PACHRED with their recommendations or analysis.
- b. Working Group membership: Working Groups are open to all members of Brock University campus community, regardless of their membership on PACHRED. Their membership is constituted with an eye to balancing inclusion and familiarity with the issue of concern. Working Group Chairs are appointed by the individual working group and terms of service will be aligned with those of PACHRED. Staff of HREO are ineligible to serve as a Working Group Chair.
- c. Establishment of new working groups: Applications of interest for establishing new working groups may be submitted to the Coordinating Committee for recommendation to the Associate Vice-President, Equity, Diversity, and Inclusion, for approval.

7. Decision-making.

- a. Consensus and Voting: The PACHRED Co-Chairs will test for consensus and determine if a vote is required. If so, decisions will be made by a 2/3 majority of those in attendance at a PACHRED meeting.

8. Visibility in the University Community.

- a. Website communications: PACHRED's priorities, work plans and meeting minutes will be posted on the University's website.
- b. Annual report: An annual report of activities will be provided to the President and may be shared with the Board of Trustees, Senate and other members of the University community.

9. Accountability and Administration.

- a. Administrative support: Administrative support for PACHRED is provided by staff of the HREO, as designated by the Associate Vice-President, Equity, Diversity, and Inclusion.
- b. Budget: PACHRED has an annual budget from the President (as set by the Associate Vice-President, Equity, Diversity, and Inclusion) that is administered on its behalf by HREO.
- c. Events and activities: All PACHRED public events and public communications (including any events or activities organized or sponsored by PACHRED, but not including regular PACHRED meetings) must be submitted to the Associate Vice-President, Equity, Diversity, and

Inclusion for review in advance, who will coordinate with the President as needed. All PACHRED events must comply with any event risk management and communications requirements set out by the President and/or Associate Vice-President, Equity, Diversity, and Inclusion.

- d. All public communications and event promotions must include an acknowledgment that while PACHRED is an Advisory Committee to the President, its views and opinions are its own and may not reflect the views or positions of the Office of the President, and that the involvement of PACHRED does not indicate endorsement of the event or communications by the President.

10. Review of Procedures and Progress.

PACHRED will annually review the following:

- a. Outcomes achieved: e.g. efficacy in moving agenda items forward in the university and in fostering productive discussion.
- b. Processes engaged: e.g. their inclusiveness, manageability within members' time constraints, adequacy of supports (staff time, budget); and
- c. Suggestions and recommendations for change: including aspirational goals and achievements in shifting the university culture, such as training, policy reviews, operational and functional assessments, and forums to promote meaningful discourse.

11. Terms of Reference review and amendment

These terms of reference will be reviewed by the PACHRED at least every three years. The PACHRED Coordinating Committee may propose amendments to the Associate Vice-President, Equity, Diversity, and Inclusion, who may recommend amendments to the President. Any changes to the Terms of Reference must be approved by the President.

Last modified and Approved by PACHRED Membership: January 21, 2025

PACHRED Nominations Committee Terms of Reference

Preamble:

The Nominations Committee of the President's Advisory Committee on Human Rights, Equity and Decolonization (PACHRED) is responsible for the promotion and selection of Faculty, Staff and Student members to PACHRED, seeking to ensure representation across the Brock Community. The Committee is also responsible, as needed for the selection of Co-Chairs to the PACHRED's Executive. The Committee also decides upon length of terms for individual members and connects with organizational representatives about their continued representation.

- 1) Composition
 - a) PACHRED appoints a Nominations Chair from the Executive for a term of at least two years to convene a Nominations Committee.
 - b) The Committee will comprise members of PACHRED, ideally representing all three areas of membership (Faculty, Staff, Student) and be supported by an HRE staff person
- 2) Nominations of Individual Members to PACHRED
 - a) The Nominations Committee will identify the number of vacancies to be filled based on current member terms and ensuring an equal split between Faculty, Staff and Student members.
 - b) A call for nominations will go out in March of each year to the Brock Community through the PACHRED website and through other widely distributed communication vehicles, such as SharePoint, University Marketing and Communications, etc..
 - c) Applicants will be asked to complete a nomination form and submit their resume via the PACHRED website.
 - d) The Nominations Committee will review the applications and send their recommendations to the Associate Vice-President, EDI for approval in June to allow PACHRED members to begin their terms at the first PACHRED meeting of each academic year.
 - e) In this review process, attention will be given both to how candidates meet the criteria for membership and the importance of achieving a total membership that includes a wide range of constituencies and experiences.
- 3) Organization Membership
 - a) Every year the Nominations Committee will review the organizational members to ensure that representative names and contact details are correct.
 - b) The Nominations Committee will also make recommendations of any new organizations/Depts. within the Brock Community that should be part of PACHRED
- 4) PACHRED Co-Chairs
 - a) Prior to the end of a PACHRED Co-Chair term, the Nominations Committee will put out a call for nomination to the PACHRED Membership and the Brock community.

- b) The Nominations Committee will review the applications and send their recommendations to the President for approval in June to allow the new Co-Chair to begin working with the rest of the Executive.
- c) In the review process, attention will be given both to how candidates meet the criteria for being a Co-Chair and the importance of supporting the overarching goals of PACHRED.