

Council for Equity and Justice Bylaws

ARTICLE I. NAME

The **Council for Equity and Justice** at William Paterson University

The Council for Equity and Justice (CEJ) at William Paterson University, composed of faculty, staff and students, was established by the University President in February 2021. This document provides the purpose, objectives and controlling bylaws of the Council for Equity and Justice.

ARTICLE II. PURPOSE

The Council for Equity and Justice strives toward increasing the actual and perceived levels of equity and justice at William Paterson University. Comprised of faculty, staff and students and chaired by the Chief Diversity Officer, the Council for Equity and Justice serves as an advisory group to the University President to review, address and respond to equity and inclusion matters at the university, especially those matters that impact the university experience for historically marginalized populations across identities such as race, gender, sexuality, ethnicity, religion and accessibility. The Council will work in partnership with various campus and community stakeholders to create and sustain a just, inclusive and equitable campus environment.

ARTICLE III. OBJECTIVES

1. Examine the implications of the institution's history and context, and align the institution's mission statement and Strategic Plan toward creating an identity that is culturally and structurally responsive to the students.
2. Identify, examine, confront, and dismantle systemic and structural barriers such as racism, sexism, classism and ableism to develop and sustain an equitable, just and inclusive campus environment.
3. Participate in, advise, and lead efforts to enhance an inclusive community that embraces and expresses equity in the mission, vision, and future diversity strategic planning.
4. Review, monitor and develop strategies, equity-minded assessment and action plans, including benchmarking with similar institutions and national standards and trends regarding the access and persistence of historically underrepresented groups.
5. Maintain University accountability for meeting equity, justice, diversity, and inclusion priorities such as best practices for attracting and supporting/retaining diverse talent; workplace excellence professional development; decolonizing pedagogy and curriculum; and institutional communication strategies as agreed upon by Chief Diversity Officer and President

Article IV. COUNCIL LEADERSHIP

The Chief Diversity Officer will serve as Chair of the Council. The Council will forward three faculty recommendations for Vice Chair to the Chief Diversity Officer and University President. Upon the review of the faculty recommendations, a Faculty Vice Chair shall be appointed by the University President in consultation with the Chief Diversity Officer.

Article V. COUNCIL COMPOSITION

The goal of CEJ membership is to engage a wealth of voices and perspectives, as well as skills and experience, in order to serve the mission and goals of the Council. Therefore, CEJ membership will consist of representatives from a broad range of stakeholders throughout the community who demonstrate a commitment to equity and justice. Some members will be representatives based on their roles at the university, and others will be recommended by the Chief Diversity Officer in consultation with the University President, who appoints the Council, to ensure a wide range of participation and experience. (up to 20 members total)

The Council will consist of the following voting members:

1. Chief Diversity Officer (Chair)
2. Faculty: one full time faculty representative recommended by the Deans from each college, one from the library and one adjunct faculty member (6 total, 1 full-time Faculty representative to serve as Vice Chair for the Council and 1 full-time Faculty representative to serve as Liaison to Faculty Senate) in consultation with the Chief Diversity Officer. Deans from each college will recommend one adjunct faculty member to Chief Diversity Officer. The Chief Diversity Officer in consultation with University President will identify one adjunct faculty member from those recommended.
3. Director, Student Diversity & Inclusion
4. Staff representative recommended by Vice President of Enrollment from Student Support Services (1) in consultation with Chief Diversity Officer
5. Staff representative recommended by Vice President of Human Resources (1) in consultation with Chief Diversity Officer
6. Staff representative recommended by Vice President of Student Development from Student Development (1) in consultation with Chief Diversity Officer
7. Undergraduate Student Representatives recommended by Student Government Association and Greek Senate (4) based on involvement with multicultural clubs and organizations that could include representation from Student Government Association, Greek Senate, Commuter Students, Resident Assistant and Student Patrol determined in consultation with Chief Diversity Officer
8. Graduate Student Representative recommended by the Deans Council (1). Selected Graduate Student Representative will be determined by the Chief Diversity Officer. Deans Council will work with Graduate Program directors and coordinators to recommend Graduate Student Representative.
9. Additional members appointed by the Chief Diversity Officer in consultation with the University President selected to ensure diversity of voices and perspectives, and to include key stakeholders depending upon Council needs. (up to 4)

Terms of Membership:

Members shall serve on the Council for two-year terms, except for student members who will serve for one-year terms. All terms of membership shall be from September 1 to May 31.

Article VI. NON-STUDENT MEMBER COUNCIL TERM

Council members shall serve two-year terms for the academic calendar year, September 1 to May 31. Upon the recommendation of the Chief Diversity Officer and with approval of the President, Council members may be reappointed to two successive terms. During the Council

term of service, members will be assigned to key Council tasks, priorities and committee roles to further the diversity agenda for the university.

Article VII. COUNCIL VACANCIES

In the event the Council experiences a vacancy in membership, the Chief Diversity Officer shall be notified immediately. The Chief Diversity Officer shall recommend for approval to the University President whether and when to fill the vacancy, and whom shall assume the vacancy.

Article VIII. COUNCIL MEMBER DUTIES AND RESPONSIBILITIES

During the Council term, members will be assigned to key Council tasks, priorities and committee roles to further the diversity imperatives for the university.

- Chair
 - Serves as the point of contact to the Office of the President and University community at large, and works with the President to determine goals and priorities for the Council.
 - In consultation with Vice Chair, prepares agenda, Council goals, documents and annual report
- Vice Chair
 - In the absence of the Chair will assume Chair responsibilities
 - Responsible for oversight of committee charges and summary reports
 - Responsible for maintaining Council membership
- Members
 - Participate in regular scheduled meetings
 - Serve on at least one standing committee
 - Support diversity initiatives and programs on campus

Article IX. COUNCIL COMMITTEES

Committees will either be standing or ad-hoc as needed. They will be primarily advisory to the Council and provide input as needed. All Council members must serve on at least one standing committee.

Section 1 Standing Committees: The standing committees will support the core activities of the Council. Each standing committee will outline and execute its annual goals in accordance with Article III. The standing committees are:

- a) Diversity Assessment
- b) Instruction and Curriculum Assessment for diversity, equity and inclusion
- c) Faculty/Staff Recruitment, Hiring and Retention
- d) Student Persistence and Engagement
- e) Training and Professional Development

Section 2 Ad-Hoc Committees: The Chair and Vice Chair may appoint ad-hoc committees as needed to address various needs and activities on an interim basis. If the Council determines that the ad-hoc committee may need to function beyond a fixed period, the Council may establish the committee as a standing committee.

Article X. COUNCIL COMMITTEE COMPOSITION

Section 1 Standing Committees: Each of the standing committees will minimally include three Council members to conduct the expected activities. The committee will select one Council member to serve as the convenor and they will report back to the Council on the committee's behalf.

Any conflicts of interest will be addressed by the Chief Diversity Officer. If self-selection does not yield the minimum enrollment of three Council members to committees, the Chief Diversity Officer will need to re-arrange membership to address needs. The CDO will serve as ex-officio to all standing committees.

Non-council members may be additionally appointed for their expertise and interest.

Section 2 Ad-Hoc Committees: Similarly, the ad-hoc committees will consist of a minimum of three Council members and may engage non-council members (no more than two) to serve for the interim period. Leadership of the ad-hoc committee and the role of Chief Diversity Officer will be similar to standing committees detailed in Section 1 of Article X.

Article XI. COUNCIL MEETINGS

The Council will meet minimally once a month during the academic calendar year. The meeting time and location should be the same for each meeting, but can be modified as necessary, with Council consensus. All Council meeting dates will be established at the start of the academic calendar. The meeting time, location and date may change for each academic calendar year in consultation with the Chief Diversity Officer. The Council meetings shall be no longer than two hours, although the duration of meetings shall be modified as needed. Council members should utilize time in between Council meetings to meet with assigned committees and complete tasks as needed.

Article XII. COUNCIL COMMITTEE MEETINGS

Section 1 Standing Committees: At a minimum, standing committees will meet three times a semester and more if there is a committee consensus or need to do so. The convenor will coordinate the scheduling, invitations, secure locations and be sensitive to the agreed upon time frame for each meeting. Meeting schedules and any final report or recommendations will be submitted to the Council Leadership

Section 2 Ad-hoc Committees: the number of meetings and other details will be predicated on the assigned tasks and determined by the committee membership as needed. The convenor will coordinate the scheduling, invitations, secure locations and be sensitive to the agreed upon time frame for each meeting. Meeting schedules and any final report or recommendations will be submitted to the Council Leadership.

Article XIII. AMENDING THESE BYLAWS

These bylaws may be amended by majority vote of the members, with the approval of the President. Any member of the Council may initiate an amendment. Council members must be present to participate in voting procedures.

Enacted this _____ day of _____ in the year _____.