Appendix E

Oversight of Diversity and Inclusion at Brown University
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I. Introduction

Brown University has developed a new Diversity and Inclusion Action Plan (DIAP) that commits the institution to ambitious goals. The success of this plan will hinge on consistent monitoring and oversight at the highest levels of the University, on accountability by the entire Brown community, and on the engagement of a wide range of community members, including faculty, staff, students and alumni.

Currently, Brown has a number of committees that are responsible for matters related to diversity, inclusion, and equity. The development of the new plan provides an opportunity to re-think Brown's governance structure around diversity and to make sure that attention to the DIAP is sustained over time.

This memo describes the current governance structure and the modifications that will be made to ensure that the DIAP has appropriate oversight. It also clarifies the roles and responsibilities of the relevant committees and ensures that each committee has the membership needed to fulfill its goals.

II. Existing structure

Currently, three committees are responsible for the oversight of diversity goals:

1. Committee on Faculty Equity and Diversity (CFED): CFED represents the faculty in issues related to compensation, benefits, leave, equity, diversity, and advancement. The responsibilities of the CFED are broad. Those most relevant to the DIAP include: the review of faculty salary, benefits, and leaves for equity; the assessment of faculty diversity at the departmental level; the review of University policies related to diversity; the review of tenure and promotion cases for adherence to policies; the periodic review and creation of reports on the status of women and minority faculty; and the review of faculty searches as they progress.

CFED membership consists of nine elected faculty members and five ex officio (non-voting) members, including the Dean of the Faculty (or a designee), the Dean of Medicine and Biological Sciences (or a designee), the Dean of Public Health, the Vice President for Diversity and Inclusion, and the Past-Chair of the FEC.

2. Diversity Advisory Board (DAB): The DAB considers issues of diversity across the campus. It advises the VP for Academic Development, Diversity, and Inclusion about the promotion of diversity and the development of a welcoming and inclusive campus climate; identifies ways to educate the community about diversity and provide guidance for dealing with community issues; and develops effective means of communication about diversity issues with all segments of the community.

DAP membership consists of the Vice President for Academic Development, Diversity, and Inclusion, the Vice President for Campus Life and Student Services, and a minimum of two undergraduates, two graduate students, two medical students, a student from the School of Public Health, and a minimum of four staff members. The Vice Chair of the DAB is a faculty member.
3. **Diversity Advisory Council (DAC):** The Diversity Advisory Council is a body of alumni who meet twice a year to review the University’s progress on diversity goals, including the diversity of the faculty, staff, and student bodies; financial aid; issues of promotion and retention for women and minority faculty; and curricular and co-curricular programs aimed at promoting knowledge and understanding of issues related to social justice, equity, and diversity.

The DAC is staffed by the Vice President for Academic Development, Diversity, and Inclusion. The chair of the DAC is selected by the President. The membership is flexible in size, but normally has about 20 members who are selected by the President in consultation with the chair of the DAC.

### III. Changes to the existing structure

The existing structure works well in some ways, but it is inadequate to support the ambitious goals of the DIAP. The following is a summary of modifications that will be made to the existing structure. These modifications will ensure that there is continuous attention and oversight of progress on the plan, that the roles and responsibilities of different groups are clearly defined, and that the University leadership is held accountable for progress on the plan.

1. **CFED**

   With the faculty's approval, CFED’s charge will be modified so that it is tied specifically to the faculty-related goals of the DIAP. Specifically, CFED will review all data related to faculty equity and diversity and will provide advice and comments on the section of the annual DIAP report that relates to faculty, including postdoctoral fellows. CFED will continue with other aspects of its charge unless the FEC proposes and the faculty approves alterations.

2. **DAB**

   The DAB will be renamed and restructured so that it becomes the group responsible for monitoring progress on the DIAP. Specifically, the DAB will be renamed the Diversity and Inclusion Oversight Board (DIOB), and will:

   - Meet annually with the Dean of the Faculty, the Dean of the Division of Biology and Medicine, and the Dean of the School of Public Health to review departmental progress on departmental diversity and inclusion action plans (DDIAPs)
   - Establish and adhere to a schedule for regular review of diversity and inclusion plans for non-academic units.
   - Review survey data and studies on diversity and inclusion at Brown and make recommendations to the Provost on changes or additions to data collection efforts.
   - Prepare the annual report on the DIAP in consultation with relevant bodies. For example the board would consult with CFED about faculty diversity, with the Office of Admission on about undergraduate diversity, etc.
   - Communicate, through written materials and forums on DIAP progress.

The membership of the DIOB will be structured to ensure collaboration across groups. It will be co-chaired by the Vice President for Diversity and Inclusion and one of the faculty committee members. Its membership will include:
• The Chair of CFED

• The Vice President for Campus Life and Student Services

• One faculty member from each of the following units: (1) the Division of Biology and Medicine, (2) the Physical Sciences and Engineering, (3) Social Sciences, (4) Humanities and the Arts, and (5) Public Health.

• Five students (two undergraduates, one Ph.D. student, one Master’s student, and one medical student)

• Five staff members, including a representative from the Staff Advisory Council.

• Five ex officio (non-voting) members, three of whom are the administrators in charge of diversity for the Graduate School, the Medical School, and the College, as well as the Vice President for Human Resources and a delegate from the Office of the Provost.

Two paid student research assistants will staff the committee.

3. DAC: The Diversity Advisory Council will meet annually with the DIOB to review the annual report before it is made public. It will make specific recommendations regarding the role of alumni in diversity and inclusion initiatives.

4. Diversity Steering Committee: A small group of senior administrators have ultimate responsibility for the implementation and success of the DIAP. This Diversity Steering Committee will consist of the President, the Provost, the Chair of the FEC, the Dean of the Faculty, the Dean of the College, the Vice President for Campus Life and Student Services, the Vice President for Finance and Administration, and the Vice President for Academic Development, Diversity, and Inclusion. This group will receive the annual report on DIAP progress, make decisions regarding changes in programs or policies that are needed to move closer to our goals, and present the report for discussion annually at a meeting of the Corporation.

A chart that shows the roles of various governing bodies in the oversight of progress on the DIAP is on the following page. Please note that it is not meant to indicate the reporting structure of these groups (e.g., the CFED does not report to the Diversity and Inclusion Oversight Board.)
Governance structure for the oversight of the DIAP

The Brown University Corporation
Receives and discusses report in DIAP annually

The Diversity Steering Committee
Chair: President
Membership: Provost, Deans of the Faculty, Dean of the College, VP for CLSS, VP for D&I, chair of FEC
Major role in DIAP: Responsible for university-wide diversity initiatives; delivers annual report to Corporation

Diversity & Inclusion Oversight Board (DIOB)
Co-chairs: VP for D&I, faculty member
Membership: chair of CFED, VP for CLSS, 5 faculty, 5 students, 5 staff
Major role in DIAP: assesses progress on DIAP and departmental DIAP; reviews data and advises on data collection; prepares and communicates annual report on DIAP

Committee on Faculty Equity and Diversity (CFED)
Membership: elected faculty
Major role in DIAP: Review faculty data on diversity; review and comment on sections of the DIAP that pertain to faculty

Diversity Advisory Council (DAC)
Membership: alumni
Major role in DIAP: meet annually with DIOB; receive and review report on DIAP; make recommendations regarding alumni involvement in diversity and inclusion initiatives