

SCHOOL OF MATHEMATICS AND PHYSICS EQUITY, DIVERSITY AND INCLUSION COMMITTEE

Information for members

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|---------------------|---|
| Date last approved: | June 2023 |
| Next review: | June 2023 |
| Reports to: | School of Mathematics and Physics Head of School |
| Sub-Committees | <i>Staff Gender Diversity</i> <i>Student Diversity: Gender</i> <i>Student Diversity: Low SES and Indigenous</i> <i>Celebrating Diversity</i> |

Purpose

To advise and make recommendations to the School Executive Committee, Head of School, and/or other officers or members of the School as appropriate.

Terms of Reference

The Committee shall:

- Advise and make recommendations on matters relating to EDI, to ensure that all members of the School have equitable access to resources, have equitable opportunity, and are able to enjoy a pleasant, accepting, inclusive and diverse working environment.
- Advise and make recommendations on matters relating to EDI, to ensure the School considers EDI issues in its planning, to encourage and support the positions of women and people of other genders inside the School, and to generate a more equitable workforce going forward.
- Advise and make recommendations on matters relating to the University Policy and Procedures as they relate to issues of EDI.
- Monitor EDI indicators and activities, with respect to the staff and student experience within the school. These indicators may include student numbers, recruitment, academic and professional promotion, retention, mentoring, supervision, and the classroom environment.
- Encourage, initiate and support activities, projects and training that advance EDI inside the School.

Membership Composition

- **Chair:** School of Mathematics and Physics appointed Chair, who will also be part of the SMP Executive Committee (period of appointment 1 to 3 years)
- **Rotating Meeting Chairs** – the meeting Chair is a role separate from the Committee Chair. The meeting Chair for the EDI meetings will be rostered and everyone will have the opportunity to Chair the meeting
- **Deputy Chair:** School of Mathematics and Physics appointed Deputy Chair – (period of appointment 1 to 3 years)
- **Head of School** or nominee
- **Staff Representatives** – ensuring a diverse representation across the School
- **Student Representative** – (at least one)
- **School Manager**

Subcommittee Structure

There are four subcommittees focused on the following areas:

1. Staff Gender Diversity
2. Student Diversity: Gender
3. Student Diversity: Low SES and Indigenous
4. Celebrating Diversity

Each of these subcommittees will have 3-5 members and will be chaired by a member of the EDI Committee. Anyone from SMP can volunteer to be part of a subcommittee.

Appointment Process and Principles: New members will be appointed by Head of School in consultation with the Chair, with broad representation across the School. The Committee membership must consist of at least 30% of the minority gender.

Quorum: Meetings to be held quarterly. A quorum is 50% of members.

2023 Membership

| Name | Position | Unit | Email |
|-------------------------------------|-------------------------------------|------|--|
| Professor Matthew Davis | Professor, Physics Chairperson | SMP | mdavis@physics.uq.edu.au |
| Professor Joseph Grotowski | Head of School | SMP | j.grotowski@uq.edu.au |
| Lara Atzeni | School Manager | SMP | l.atzeni@uq.edu.au |
| Maarten Christenhusz | HDR student, Physics | SMP | m.christenhusz@uq.edu.au |
| Dr Sara Davies | Senior Lecturer, Mathematics | SMP | sara.davies@uq.edu.au |
| Dr Ava Greenwood | Lecturer, Mathematics | SMP | ava.greenwood@uq.edu.au |
| Dr Xin Guo | Senior Lecturer, Mathematics | SMP | xin.guo@uq.edu.au |
| Dr Matthew Holden | ARC DECRA Research Fellow, Lecturer | SMP | m.holden1@uq.edu.au |
| Dr Alan Huang | Lecturer, Mathematics | SMP | alan.huang@uq.edu.au |
| Chelsea Morrigan | Honours student, Physics | SMP | chelsea.obscura@protonmail.com |
| Dr Benjamin Pope | ARC DECRA Research Fellow | SMP | b.pope@uq.edu.au |
| Professor Ben Powell | Professor, Physics | SMP | powell@physics.uq.edu.au |
| Professor Halina Rubinsztein-Dunlop | ARC DECRA Research Fellow, Lecturer | SMP | halina@physics.uq.edu.au |

Subcommittee Membership (sub-committee chair in bold letters)

| Staff Gender Diversity | Student Diversity: Gender | Student Diversity: Low SES and Indigenous | Celebrating Diversity |
|------------------------------|------------------------------|---|----------------------------|
| Matthew Davis (Chair) | Ava Greenwood (Chair) | Alan Huang | Sara Davies (Chair) |
| Jacinda Ginges | Matthew Holden | Xin Guo | Maarten Christenhusz |
| Benjamin Pope | Zoltan Neufeld | Ben Powell | Sabrina Monaghan |
| Halina Rubinsztein-Dunlop | Chelsea Morrigan | | Lara Atzeni |
| Sally Shrapnel | | | |

Secretary Details

Secretary: Sabrina Monaghan
 Email: s.monaghan@uq.edu.au

Governance & Administration

- The meeting schedule will be circulated separately to members.

- Additional agenda items and papers for circulation must be forwarded to the Secretary for Chair approval at least 10 days prior to the next scheduled meeting.
- Agendas will be emailed to members approximately one week before the meeting.
- Minutes will be prepared for each meeting and circulated to members electronically following endorsement by the Chair.
- Actions arising from the meeting will be recorded in the business arising section of the minutes
- Agendas and Papers for the committee will be published on the SMP SharePoint site.

Revision History

| Version | Date of Approval | Date of Effect | Extent of Revision |
|-------------|---|----------------|-------------------------------------|
| Version 1 | 10 December 2019 Ratified SMP Executive Committee | 2019 | First release |
| Version 1.1 | July | 2022 | Membership updated and ToRs amended |
| Version 1.2 | May | 2023 | Membership updated |