# EDI Committee

## Minutes | Friday 8th July 2022, 11:00 – 12:00

**Present:** Emily Hotine (EH), John Gilbert (JG), Claire Edwards (CE), Martin Gillies (MG), Jo Snoeck (JS), Lisa Bjork (LB), Odette Dawkins (OD), Eleanor Wilson (EW), Regent Lee (RL), Fadi Issa (FI), Gemma Horbatowski (GH)

**Not Present:** Sue Patchett (SP), Gurdeep Mannu (GM), Liset Pengel (LP) Jane Niederer, (JN), Dimitrios Doultsinos (DD), Katherine Corr (KC), Alastair Lamb (AL)

Location: Microsoft Teams

| Agenda Item 1 | Welcome and Apologies |
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| | • EH welcomed the committee |

| Agenda Item 2 | Minutes of last meeting |
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| | • Minutes of the last meeting had no action points and they were approved |

| Agenda Item 3 | Update: Academic Lead Position |
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| | EH informed the committee that CE will be stepping down as Academic Lead and that we will need to talk about the process and selection criteria to appoint a replacement. <br><br> • CE explained that she is stepping down as she is taking on the role of Director of Graduate Studies (DGS), so will no longer have the capacity to be the Academic Lead for EDI. She explained that the workload for the Academic Lead varies and that the main involvement and work required is for the Athena Swan application, but also the action plan. When CE took on the role of Academic Lead, there was no selection process, but it would be good to have one going forward for transparency. <br> • The committee agreed it would be good to establish the application and selection process, put together a job description and determine the time commitments required for the new Academic Lead. |

- A discussion was had around the level of their career the new Academic Lead would need to be at and it was agreed that someone at University Research Lecturer, Associate Professor or above would be appropriate and that Postdoc level would not be senior enough. They do not have to have served on the EDI committee previously, but it would be useful to know why they haven't if not. RL asked if applications are limited to NDS and EH confirmed this is the case, unless in a similar situation like CE with a split contract between departments.
- CE stressed that it would be important for the new lead to be confident enough to discuss new initiatives and EDI related things at the Exec meetings, where they may at times meet resistance.
- Suggested process for applying is for the interested party to submit a statement of interest, which will include answering 3 questions put together by the EDI committee.
- Suggested way to review applications is to put a panel together and also circulate the statements of interest to an independent/external person to avoid bias.
- RL raised the question of whether the Academic Lead would be able to have some admin support. JS confirmed that there is a review of how to best allocated additional resources by the Admin and Support Professionals (EA's/PA's) and they support projects where needed but that there is no funding for a dedicated admin role to support the Academic Lead.
- In regards to advertising, it was suggested the EDI committee identifies potential candidates at the appropriate level of their career and approach them. CE mentioned she may have a copy of an advert from the University Steering Committee for EDI that she can get hold of. EH and HR will meet to review an advert/JD
- The committee agreed it would be best to not advertise the level of renumeration for the Academic Lead role to avoid people applying for the wrong reasons.

| Agenda Item 4 | Action Plan Review |
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| | - Agenda item moved to next meeting due to lack of time. |

| | Any Other Business |
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| | - No other business raised |

| | Actions |
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| | - EH to draft 3 questions for the Academic Lead application process and circulate to the EDI committee<br>- EH and HR to meet to look at job description for the Academic Lead<br>- CE to see if she has a copy of the advert from the University Steering Committee for EDI |

| | Date of next meeting |
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| | Thursday 8th September 10:00-11:00 |