

Terms of Reference and Rules of Procedure of SUND's Equality Committee at SDU.

February 2023

1. Overall Purpose

SDU's strategic Gender Equality (GE) effort embraces the entire organization and aims to support the long-term and sustainable development of SDU as a university, and study and workplace based on a clear focus on equality, diversity, and inclusion. SUND's Equality Committee, on behalf of the dean, supports this agenda for the Faculty of Health Sciences and is the faculty's advisory body for overall strategic issues regarding equality, diversity, and inclusion at SUND.

SUND's Equality Committee's work is based on SDU's standpoint regarding Gender Equality, approved by Rector: "SDU is a diverse institution that promotes inclusive and welcoming behavior, where there is room for differences. We continuously work to minimize inappropriate, preconceived notions in decisions as well as reinforcing interactions between different markers of difference, such as gender, race, and social background. We work actively, purposefully, and continuously to be an institution free of sexism, unwanted sexual attention, and other forms of abuse."

(Reference: [SDU's GE Standpunkt](#))

2. Tasks

The Equality Committee's primary task is to strengthen SUND's overall and strategic efforts and activities regarding equality, diversity, and inclusion. SUND's gender equality committee obtains ongoing advice, sparring and knowledge from SDU's Gender Equality Team (GET).

In accordance with the Gender Equality Plan's (GEP) annual schedule, which is determined at the beginning of each calendar year, the Equality Committee may:

- Submit overall strategic topics to the Dean's Office and the department management team as a basis for prioritizing GE-related efforts and activities at faculty level.
- take action to work with initiatives and activities on gender equality, diversity, and inclusion. This will typically be done in the context of preparing, qualifying, or following up on the topics described in the GE report for SUND or GEP activities at the faculty or department level.

The Equality Committee contributes to internal and external hearings on GE-related topics that have implications for the faculty.

The Equality Committee can also contribute with suggestions for GE-related topics to the Central Gender Equality Committee (CLiU), which have consequences for all at SDU.

The Equality Committee follow up on SDU's GE quality assurance system (SDU's GEP) by:

- Preparing SUND's contributions to the SDU GE-report in collaboration with relevant stakeholders, including the Dean's Office and department management teams. At one of the year's meetings, the committee verifies, based on a recommendation from GET (SDU's Gender Equality Team), an overall process plan for the preparation of the coming year's SUND GE-report. The final GE report from SUND is approved by the dean and department management teams.
- Offering and receiving sparring partner visits ('critical friend') from other Faculties and the Common Area.

The committee members also function as a link between SUND's gender equality committee and the departments and are, together with the heads of departments, ambassadors at their own departments regarding GE-related activities, news, and other things at SUND, including participating in the annual GE symposia and other events where e.g., SDU's International Gender Advisory Board (IGAB) participates.

It is the overall responsibility of the heads of departments to ensure that GE-related activities are carried-out and that other employees at the department are involved.

3. Members

The equality committee consists of one permanent member and a substitute from each of the faculty's departments and the faculty secretariat. In addition, a representative from the communications department and the option of 1-2 PhD-students. The members of the committee are nominated by the respective departments and the faculty secretariat. and approved by the dean.

The dean appoints a chairperson and vice-chairperson of the Equality Committee from among the members of the committee. The vice-chairperson supports the chairperson in the committee's tasks.

The committee has an approximately equal distribution of men and women and includes both VIP and TAP.

The term of office of the chairperson and the members is determined by the dean.

The composition of the committee supports that SDU's GE efforts are broadly anchored in the organization, and that the committee has relevant professional and organizational insight, as well as commitment and managerial support for the work.

4. Administrative and strategic support

The committee is supported administratively by a faculty appointed TAP. SUND's appointed TAP is also actively involved in the professional community with the other faculties' appointed TAP.

GET contributes with strategic advice and sparring within the committee's tasks and field of activity.

5. Meetings and activities

The Equality Committee holds four to six regular meetings a year.

In addition to the ordinary meetings, the chairperson may, as necessary, convene extraordinary meetings.

Ordinary meetings are planned for one calendar year at a time.

The agenda is prepared by the committee's chairperson and vice-chairperson in collaboration with the committee's secretary.

The individual members of SUND's equality committee and the dean can submit items to be included on the agenda. Agenda items and related papers for the ordinary meetings must be received by the secretary/chairperson at least 14 days prior to the meeting. The agenda and related papers are circulated no later than one week before the meeting.

If a member is unable to attend a meeting, the secretary must be notified before the meeting is held. The substitute takes office. The substitute is encouraged to attend at least one, but, if possible, more of the year's meetings and preferably together with the committee's permanent member.

The chairperson chairs the meetings of the Equality Committee.

Minutes of the committee's meetings are taken. The minutes must include meeting attendees, the discussion of each item, as well as decisions under each item on the agenda.

Minutes of the committee's meetings are sent to the members for approval within 14 days of the meeting. Comments on the minutes must be received by the secretary within one week of the minutes being circulated; subsequently, the minutes are approved.

The agenda and approved minutes of meetings held are available internally for SDU's employees on the committee's website.

The meetings are held in English or Danish, depending on the group's composition and wishes.

6. Decision making

The Equality Committee is competent to make decisions when at least half of its members are present. If there is no quorum, the chairperson may choose to conduct the meeting as planned. The aim is to reach agreement on the committee's conclusions and decisions by consensus.

7. Integrity and confidentiality

When conducting the committee's work, the members of the Equality Committee are covered by the Administrative Law's rules on disqualification and confidentiality.

8. Approval and entry into force

The Equality Committee's terms of reference and rules of procedure are approved by the dean and the department's board of directors following a recommendation from the Equality Committee.

The Equality Committee's rules of procedure are valid with effect from 1st March 2023.

Nominated by SUND's Equality Committee, chairperson Mette Elmose d. 2023

Approved by the dean and department management team at SUND, d. 2023