1. The Faculty Diversity and Equity Committee (FDEC) shall be an Academic Senate committee reporting to the Executive Committee as appropriate and through the Executive Committee to the Senate at least annually. The FDEC shall have primary responsibility for advising the Senate on policy and procedural issues related to California State University, East Bay’s faculty diversity. The main tasks of the FDEC shall be to:

   a) Assist and support the work of the AALO (Affirmative Action Liaison Officer);
   b) Study and report on issues relevant to increasing faculty diversity; and
   c) Make policy and procedural recommendations to the Academic Senate as the committee deems appropriate. These recommendations may be referred to the Senate or other committees of the faculty as determined by the Executive Committee.

2. Specifically, FDEC is charged with:

   a) Reviewing all available statistical data regarding faculty diversity and equity in recruiting, hiring and retention at CSUEB;
   b) Examining all policies and procedures regarding faculty diversity and equity in recruiting, hiring and retention at CSUEB as practiced at the University, College and Department levels;
   c) Overseeing a faculty diversity climate study that uses both quantitative and qualitative methods to assess the commitment and practices for recruiting and retaining a diverse faculty;
   d) Developing and recommending a procedure for conducting exit interviews of faculty leaving the university; and
   e) Issuing other appropriate reports and recommendations.

3. Given that the charge of the committee involves complicated issues of race, culture and gender, its composition should be appointed, not elected. It should be composed of people who are leaders on campus, have conducted successful searches and who have a broad base of understanding about the issues involved in diversifying the faculty. As such it is recommended that the FDEC shall consist of the following seven voting members:

   a) Five faculty (one from each college and the Library, at least one of whom shall be a member of the Executive Committee).
   b) The current Affirmative Action Liaison Officer
   c) One faculty member from the Department of Ethnic Studies
   d) One faculty member from the Women's Studies Program
   e) The EEO* staff member in Human Resources, as a non-voting member
   f) A student representative, as a non-voting member
   g) The immediate past AALO

4. Furthermore it is recommended that the President be invited to appoint a representative to serve as an Ex-officio non-voting member of FDEC.

5. The AALO shall serve as Chair of FDEC. The Chair shall arrange for the election of a permanent secretary or the appointment of a secretary pro tempore on a meeting-by-meeting basis.
6. Members shall be appointed by the Executive Committee, following consultation with the AALO, for a two-year term.

7. Meetings of the FDEC shall be open to any member of the Cal State community. Agendas and minutes of the previous meeting shall be sent to the Office of the Academic Senate at least one week prior to each meeting.

8. Changes in these policies will require approval by the Executive Committee.

[Additional note: At its meeting on 11-18-03, the Executive Committee approved a permanent meeting time for the Faculty Diversity & Equity Committee; 2\textsuperscript{nd} and 4\textsuperscript{th} Wednesdays, 2:00-3:50.]

* this may be changed if the title of the position changes when it is filled.

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