SCHOOL OF MATHEMATICS AND PHYSICS EQUITY, DIVERSITY AND INCLUSION COMMITTEE
Information for members

<table>
<thead>
<tr>
<th>Date last approved:</th>
<th>July 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next review:</td>
<td>Feb 2023</td>
</tr>
<tr>
<td>Reports to:</td>
<td>School of Mathematics and Physics Head of School</td>
</tr>
</tbody>
</table>
| Sub-Committees      | Staff Gender Diversity  
                     | Student Diversity: Gender  
                     | Student Diversity: Low SES and Indigenous  
                     | Celebrating Diversity |

**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.
2022 Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Unit</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/Professor Jacqui Romero</td>
<td>Associate Professor Chairperson</td>
<td>SMP</td>
<td><a href="mailto:m.romero@uq.edu.au">m.romero@uq.edu.au</a></td>
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<td>Professor Joseph Grotowski</td>
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<tr>
<td>Professor Matthew Davis</td>
<td>Professor, Head of Physics, Deputy Head of School</td>
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<td>SMP</td>
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<tr>
<td>Dr Fabio Costa</td>
<td>ARC DECRA Research Fellow</td>
<td>SMP</td>
<td><a href="mailto:f.costa@uq.edu.au">f.costa@uq.edu.au</a></td>
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<td><a href="mailto:b.pope@uq.edu.au">b.pope@uq.edu.au</a></td>
</tr>
<tr>
<td>Chelsea Morrigan</td>
<td>Honours student</td>
<td>SMP</td>
<td><a href="mailto:blake.petersen@uqconnect.edu.au">blake.petersen@uqconnect.edu.au</a></td>
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<td>Professor Ben Powell</td>
<td>Professor, Physics</td>
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<tr>
<td>Maarten Christenhusz</td>
<td>HDR student</td>
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<td>Dr Timothy Buttsworth</td>
<td>ARC DECRA Research Fellow</td>
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<td>Dr Matthew Holden</td>
<td>ARC DECRA Research Fellow, Lecturer</td>
<td>SMP</td>
<td><a href="mailto:m.holden1@uq.edu.au">m.holden1@uq.edu.au</a></td>
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Subcommittee Membership (sub-committee chair in bold letters)

<table>
<thead>
<tr>
<th>Staff Gender Diversity</th>
<th>Student Diversity: Gender</th>
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<th>Celebrating Diversity</th>
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<tbody>
<tr>
<td>Matt Davis (Chair)</td>
<td>Ava Greenwood (Chair)</td>
<td>Fabio Costa (Chair)</td>
<td>Tiarna Stehr (Chair)</td>
</tr>
<tr>
<td>Sally Shrapnel</td>
<td>Zoltan Neufeld</td>
<td>Timothy Buttsworth</td>
<td>Maarten Christenhusz</td>
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<tr>
<td>Benjamin Pope</td>
<td>Matthew Holden</td>
<td>Ben Powell</td>
<td>Lara Atzeni</td>
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<td>Halina Rubinsztein-Dunlop</td>
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<tr>
<td>Jacinda Ginges</td>
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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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Approval</th>
<th>Date of Effect</th>
<th>Extent of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>10 December 2019 Ratified SMP Executive Committee</td>
<td>2019</td>
<td>First release</td>
</tr>
<tr>
<td>Version 1.1</td>
<td>July</td>
<td>2022</td>
<td>Membership updated and ToRs amended</td>
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