

## SMP Equity, Diversity, and Inclusion Committee

### Information for members

Date last approved	July 2025
Next review	July 2026
Reports to	School of Mathematics and Physics, Head of School
Sub-committees	Staff Diversity, Student Diversity, & 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 and diverse workforce going forward.
- Advise and make recommendations on matters relating to the University Policy and Procedures as they relate to issues of EDI to better fit into Faculty of Science and University EDI structures.
- 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).
- **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**

## Appointment Process and Principles

New members will be appointed by Head of School in consultation with the Chair, with broad representation across the School. Aiming for a representation of diverse viewpoints, efforts will be made to achieve a balance of genders. Committee membership must be gender diverse with preferably no more than 70% of any one gender.

## Quorum

A quorum is 50% of members including the Chair or delegate, with the Chair to make a call on sufficient diversity of members present.

## Membership

Name	Position	Unit	Membership Category
Professor Matthew Davis	Professor, Physics	SMP	Chair
Professor Joseph Grotowski	Head of School	SMP	Ex-Officio
Lara Atzeni	School Manager	SMP	Ex-Officio
Joseph Allman	Honours Student, Mathematics	SMP	Member
Dr Agnese Barbensi	Lecturer, Mathematics	SMP	Member
Maarten Christenhusz	HDR Student, Physics	SMP	Member
Alexander Civil	PG Student, Physics	SMP	Member
Dr Sara Davies	Senior Lecturer, Mathematics	SMP	Member Celebrating Diversity Chair
Dr Kate Ewen	Research Admin Coordinator	SMP	Member
Dr Matthew Holden	Senior Lecturer, Mathematics	SMP	Member Student Diversity Chair
Dr Phillip Isaac	Senior Lecturer, Mathematics	SMP	Member Staff Diversity Chair
Dr Benjamin Roberts	UQ Amplify Senior Lecturer, Physics	SMP	Member
Dr Mel Robertson-Dean	Lecturer, Mathematics	SMP	Member

<b>Dr Sarah Sweet</b>	ARC DECRA Senior Research Fellow, Physics	SMP	Member
<b>Dr Matthew Sutton</b>	Lecturer, Mathematics	SMP	(Acting) Celebrating Diversity Chair

## Secretary and Contact Details for Submissions

Secretary: Sabrina Monaghan

Email: [smp@uq.edu.au](mailto:smp@uq.edu.au)

## Meetings

Meetings to be held 6 times a year.

## Subcommittees reporting to this committee

Subcommittees and Working Groups		
Staff Diversity	Student Diversity	Celebrating Diversity
Phillip Isaac (Chair)	Matthew Holden (Chair)	Matthew Sutton (Acting Chair); Sara Davies (Chair)
Josephine Dias	Agnese Barbensi	Maarten Christenhusz
Kate Ewen	Xin Guo	Itia Favre-Bulle
Sally Shrapnel	Carla Verdi	Pratyush Kumar Das
		Sabrina Monaghan
		Lara Atzeni

## Governance and 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.

## Meeting Values Statement

Our expectation is that all members of this Committee demonstrate UQ's values at all times, in particular: **Respect and Inclusivity**: Engage respectfully and value diverse viewpoints.

The Chair is expected to note when some individuals are dominating the conversation and periodically call upon those who haven't spoken to add something if they wish.

We should all be active in calling out any behaviours that are not aligned with UQ values. Should this happen, the Chair may pause the meeting to enable us to reflect on what has happened, with a view to agreeing on how the conversation can continue in a more appropriate manner.

## Revision History

Version	Date of Approval	Date of Effect	Extent of Revision
Version 1	10 December 2019	December 2019	First release
Version 2	July 2022	July 2022	Membership updated and ToR amended
Version 3	May 2023	May 2023	Membership updated
Version 4	July 2025	July 2025	Revised ToR