

**Organization and Mission of the Diversity, Inclusion, and Belonging (DIB) Council**  
of the  
**Department of Earth & Planetary Sciences, FAS**  
in collaboration with the program in  
**Environmental Science & Engineering, SEAS**

**The Council**

Societal and institutional changes arising during calendar year 2020 have prompted a re-evaluation of the EPS/ESE efforts to advance collective progress in the areas of Diversity, Inclusion and Belonging. Increased engagement among many cohorts of our wider community; heightened awareness of the need to set concrete, defined goals; and desire for organizational accountability together motivated a new structure of departmental programs to capture and act on these needs. The organization described below – to be called the Diversity, Inclusion, and Belonging Council (hereafter “the Council”) – replaces the former DIB Standing Committee, adopts its Mission and Values Statement, and absorbs its existing activities plus other *ad hoc* efforts ongoing within the EPS department and ESE program. The Council supersedes the DIB Committee, effective January 2021.

**Mission and Values**

The Department of Earth and Planetary Sciences (EPS) and the program in Environmental Science and Engineering (ESE) hold central the value that all members of our community are treated with respect and are provided equal opportunities for success in our educational and work environments. A more complete statement of our shared values is maintained on the EPS Department website, [here](#). As part of our efforts to build and maintain a diverse and inclusive community, the Council plays a fundamental role in implementing strategies, policies, and initiatives to advance diversity, inclusion, and belonging.

The Council is charged to work with the EPS Academic Administrator to identify and help implement opportunities to fulfill this central mission. Its activities include, but are not necessarily limited to: spearheading initiatives to recruit, support, and retain a diverse and inclusive community of scholars and staff; collecting community-sourced feedback and suggestions; serving as a resource and reference for issues related to harassment and discrimination on the basis of race, color, religion, country of national origin, visa status, sexual orientation, gender identity, age, ability handicap, pregnancy status and other legally protected categories; leading community-wide events around issues of diversity and inclusion; and advising and consulting with the EPS and ESE Area Chairs on possible actions related to the above goals.

**Organization**

An organizational diagram is provided on the following page.

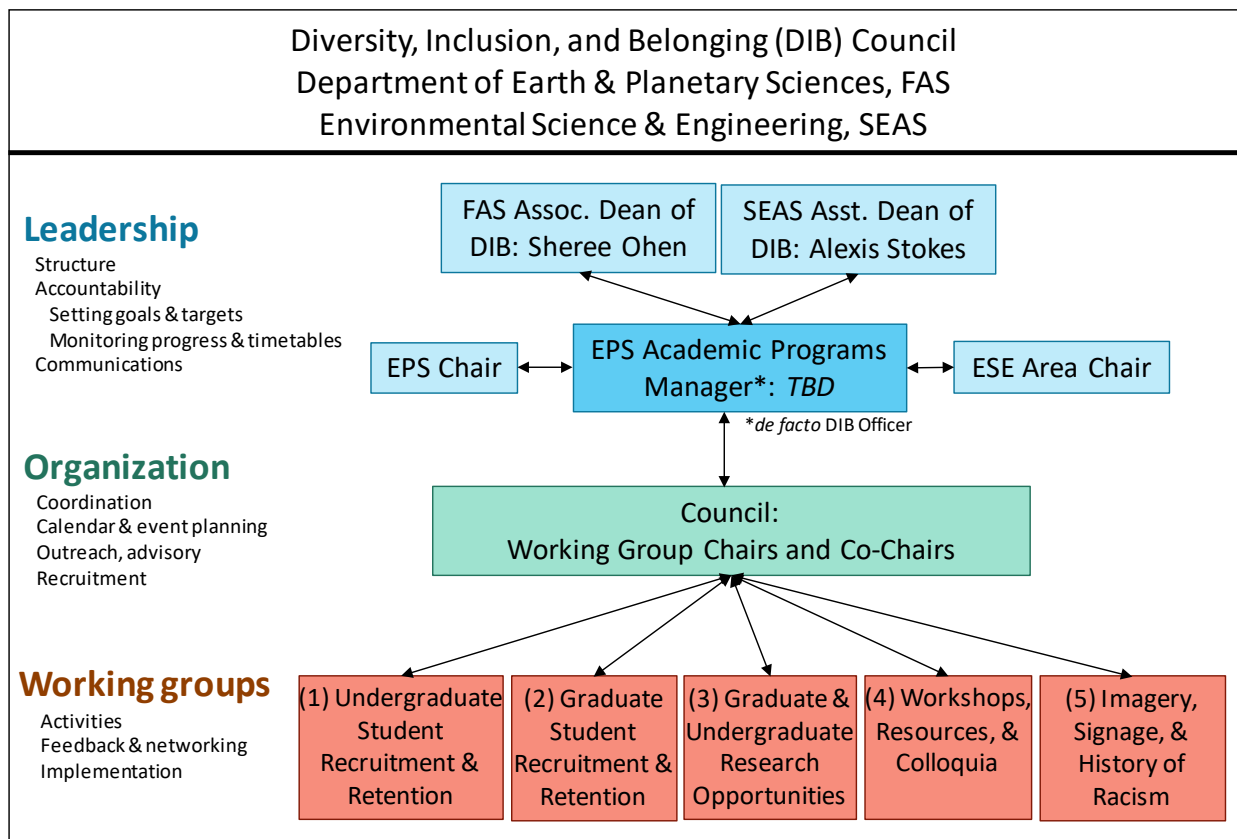
The Council will ordinarily be composed of the EPS Academic Programs Manager plus ten other members, reflecting when possible the core constituencies of our EPS and ESE community: undergraduates, graduate students, postdoctoral fellows/researchers, faculty, and staff. The EPS Academic Administrator is the organizer, while the Council members are composed of the leaders (Chairs and Co-Chairs, if applicable) of five goal-oriented DIB Working Groups:

- Undergraduate Student Recruitment & Retention
- Graduate Student Recruitment & Retention
- Graduate & Undergraduate Research Opportunities
- Workshops, Resources, & Colloquia
- Imagery, Signage, & History of Racism

### Membership and Recruitment – Overview

The Working Groups and Council should seek to achieve a balance of demographic representation and a commitment to active participation. Further elaboration of procedures for recruitment and service, as developed with guidance from Science Division Equity and Inclusion Fellow, Benita Wolff, are given in Appendix 1.

- The Council will be administratively coordinated by the EPS Academic Programs Manager, who will serve as the EPS Department DIB Officer; this individual will consult with and be guided by the EPS Chair, ESE Area Chair, the FAS Associate Dean of DIB, and the SEAS Assistant Dean of DIB. The EPS Academic Programs Manager, acting as DIB Officer, will meet with the above leadership group at the beginning of each semester to review programs, agendas, Council and Working Group membership, and other matters as needed.
- Council representatives are the Chairs and Co-Chairs of the five working groups.
- Working groups consist of the appointed Chair and Co-Chair and unlimited volunteer membership.
- At least two faculty members, including at least one with an ESE affiliation, should be on the Council, implying leadership roles for faculty within multiple Working Groups.
- An individual should be a member of the EPS/ESE community for at least 6 months prior to becoming eligible for a Working Group leadership role (and therefore a seat on the Council) but may join as a Working Group member at any time.
- During the recruitment process to Working Group leadership, preference will be given to members who will help balance representation within the Council (including diversity in gender, stage in career, EPS vs. ESE, or other constituencies).



### **Appendix 1 – Guidelines and Procedures for selection to the DIB Council (Working Group leadership)**

1. When there is a vacancy in the Chair or Co-Chair position for one or more Working Group(s), an e-mail will be sent jointly by the Council and the DIB Officer to the entire EPS-ESE community to solicit interest.
2. The e-mail will describe how many leadership positions are available and in which categories. It will ask community members to express interest in either Working Group membership or a leadership role, as this also represents an opportunity to recruit new members to DIB-related activities more broadly.
3. The email will clearly delineate requirements for leadership positions. It is expected that applicants:
  - Have at least 6 months experience within the department if they are interested in a leadership role.
  - Are in good standing within the department (professional conduct).
  - Are in good academic standing and have obtained verbal permission from the research advisor (for students).
4. Interested persons will be asked to submit a short statement describing/expressing their interest in DIB-related work and reasons for wanting to lead the specific Working Group.
5. The email will delineate the expectations for all members, including:
  - Active participation and attendance at meetings: during the academic year the Council typically meets once per month, while Working Groups may be more or less active.
  - Volunteer for one or more routine responsibilities, including: drafting agendas, taking meeting minutes (rotating), leading and attending monthly office hours (rotating), sending newsletters, working on various shared documents, or other roles.
6. Each Council member will be expected to serve for at least 6 months to allow for continuity, but ordinarily no more than 2 years.
  - The term limit applies only to DIB Council terms (Chair and Co-Chair positions). Community members can continue working in their groups beyond two years.
7. Priority for Council seats will be given to applicants who show interest in or have proposed initiatives that would demonstrate active commitment to leadership of a Working Group.
8. When choosing among applicants, preference will be given to members who will help balance representation within the working groups and Council (including diversity in gender, stage in career, EPS vs. ESE, or other constituencies)
9. All responses will be reviewed by the DIB Officer and the Council.
10. After review, the DIB Officer will take the Council's recommendations to the leadership group (Asst/Assoc Deans for DIB, EPS Department Chair, and ESE Area Chair) for further consultation and final decision. After the final decision has been made, the Council and new members will be informed.