

Policy Name: EDIA Committee Member Nomination and Selection
Approving Authority: EDIA Committee

Policy # HR-012
Approval Date: 11/30/2023
Date Last Reviewed: 11/30/2023
Next Review Date: 11/2024

Statement

The Equity, Diversity, Inclusion, and Accessibility (“EDIA”) Committee Members Nomination and Selection Policy of Beal University Canada (“BUC” or the “University”) supports the University’s commitment to ensure all members are nominated and approved through a defined process. The EDIA Committee will review this policy annually.

Purpose

The purpose of this policy is to ensure members have the appropriate experience and ability to satisfactorily perform the member duties and responsibilities.

Roles and Responsibilities

The Chair of the EDIA Committee is responsible for the implementation of this policy. The EDIA Committee members are responsible for engagement and approval of the process.

Policy

The EDIA Committee will request recommendations for new committee members from management and current committee members. The EDIA Committee members will review the resumes of potential candidates, assessing their skills and experience to determine if they meet qualifications for the position. In reviewing candidate profiles, the committee will also consider criteria that includes:

- Knowledge and expertise in underserved populations
- Diversity attributes
- Experience with educational large and complex organizations
- Skillset-including legal, government affairs, public relations, community and cultural experience, and knowledge of the diverse organizations

The Chair will provide a list of candidates to the EDIA Committee members for discussion and review. The EDIA Committee members will assign two members to make contact with each candidate to make an assessment for a high level of personal and professional integrity, as well as to assess their level of commitment to the organization, and availability. The assignee will bring a candidate summary, competency matrix, and recommendations back to the full EDIA Committee. Additional interviews by the EDIA Committee may be necessary to ensure due diligence. If deemed necessary, additional interviews may be conducted with the assistance of a third party. The EDIA Committee will meet for discussion, vote, and provide formal approval of additional committee members.

Additionally, current members will be evaluated annually to assess whether they are performing satisfactorily and to be considered for re-election. Evaluations will be performed by an independent third party to ensure fairness.

Related Policies and Documents

HR-011 Equity, Diversity, Inclusion, and Accessibility (EDIA) Committee Terms of Reference
HR-004 Equity, Diversity, and Inclusion Policy

Addendum: Committee Competency Matrix

Addendum

COMMITTEE COMPETENCY MATRIX

CURRENT COMMITTEE MEMBERS					PROSPECTS				
Name:									
Attributes									
Gender									
Age									
Race/Ethnicity									
Sexual Orientation									
Location									
Person with a disability									
Knowledge/Expertise									
Assessing efficacy of diversity/inclusion programs									
Legal knowledge									
Equal employment, affirmation action									
Business development									
Underserved Communities									
Core Competencies									
Visionary									
Connector to: Academia, Foundations, Business support, Community, Government									
Strategic thinker									
Training, consulting diversity regulations									
Organizational Leadership									