



## Ferris Library for Information Technology and Education

### **FLITE Diversity Committee Policy**

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#### **1.0 SCOPE OF POLICY**

This policy defines the composition and functions of the FLITE Diversity Committee which is in accordance with the Ferris State University definition of diversity. “Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.”

#### **2.0 COMMITTEE CHARGE**

The FLITE Diversity Committee will support the Ferris State University Diversity Plan and the diversity action items identified by the Division of Academic Affairs.

- 2.1 The FLITE Diversity Committee will develop and facilitate ways for the Ferris Library to bring attention to the value of diversity.
- 2.2 The FLITE Diversity Committee will create ways for FLITE personnel to become more aware of the human diversity of the population the Library serves.
- 2.3 The FLITE Diversity Committee will serve as a resource for issues and developments in diversity awareness.
- 2.4 The FLITE Diversity Committee will establish and maintain contacts with other groups engaged in the promotion of diversity awareness within Ferris State University and within the community of Big Rapids, Michigan.
- 2.5 The FLITE Diversity Committee will establish and maintain contacts with other groups engaged in the promotion of diversity awareness in the library profession on a local, state, and national level.
- 2.6 The FLITE Diversity Committee will actively seek input from a broad spectrum of FLITE personnel.

#### **3.0 COMPOSITION**

- 3.1 This standing committee will consist of six members, drawn from

faculty, clerical-technical and administrative personnel employed in the FLITE library. The Academic Senate Diversity Committee representative from the Library / Counseling Unit will be an ex officio member of this committee. The campus Inclusion Council member representing FLITE should be a member of the FLITE Diversity Committee. A representative from the Office of Multicultural Student Services and one from the International Center should be invited to serve as ex officio members of the committee.

- 3.2 The committee chair is to be elected by the committee and should have served one year on the committee before their term as chair begins.

#### **4.0 METHOD OF APPOINTMENT**

Each spring, the Chair of the FLITE Diversity Committee will call for volunteers to serve on the Committee. After reviewing the recommendations of the Chair, the Dean of the Library will invite individuals to serve.

#### **5.0 TERMS OF APPOINTMENT**

- 5.1 The normal appointment will be for two years. Three of the six members of the initial committee will serve one-year appointments, allowing for membership to be staggered to provide for continuity.
- 5.2 Appointments will be effective June 1 of each year.
- 5.3 Members may be reappointed.

#### **6.0 VACANCIES**

Vacancies will be filled by the Dean of the Library upon recommendation of the FLITE Diversity Committee Chair.

#### **7.0 REPORTING**

Reporting of the FLITE Diversity Committee's activities, and its efforts to support the University's and the Academic Division's diversity plans, is critical and necessary to help reveal the progress that is being made over time.

- 7.1 Brief minutes recapitulating the principal points of discussion raised at each meeting of the FLITE Diversity Committee shall be prepared and submitted by the Committee Chair to the Dean of FLITE and members of the FLITE Administrative Council (FLAC).
- 7.2 The Chair will also render a brief oral report of the Committee's work as needed at All-FLITE meetings.
- 7.3 Finally, a semi-annual report of the FLITE Diversity Committee shall be prepared by the Chair by July 15<sup>th</sup> each year, and a cumulative annual report of the Committee shall be prepared by January 15<sup>th</sup> (covering the period ending December 31<sup>st</sup>). Both reports should be sent to the Dean of the Library and the University's Chief Diversity Officer.

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