

## School of Media, Arts and Humanities (MAH)

# People, Culture and Inclusion Committee (PCIC)

### Principles, Terms of reference, Membership and Reporting structure

*Formally adopted by PCIC, 11<sup>th</sup> October 2023.*

## Overview

The existing Staff Experience and Equality, Diversity and Inclusion (EDI) committees have been merged to reduce duplication of work and to ensure that EDI principles are integral to all aspects of staff experience. These terms of reference combine the key principles of each of the previous committees' equivalent documents.

The new committee is intended to improve all aspects of staff experience, primarily by ensuring that we develop good principles and then turn them into good practices.

## Principles

PCIC's work will be informed by the School's guiding principles of inclusion, sustainability, collaboration, social justice, learning and flexibility [<https://www.sussex.ac.uk/schools/media-arts-humanities/internal/staff/staffexperience>]

To ensure that Equality, Diversity and Inclusion (EDI) principles are central to the school's culture, the committee will work on the basis of intersectionality\* in its policy and practices; transparency in its operations and communication; and in the interests of redistributive justice with regard to its action priorities.

## Terms of reference

1. To assume formal responsibility for the formulation and oversight of the implementation of all policies in the area of staff experience in MAH (including, but not limited to, induction, probation, appraisal, research and scholarship planning, promotion and career progression, mentoring, workload planning, recognition and reward, research and scholarship leave, training/CPD, work/life balance and flexible working, communication protocols and staff support). This will entail:
  - overseeing implementation of existing EDI policies.
  - liaising with the university's central staff experience and EDI units and ensure that School policies are aligned with those of the University.

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\* Defined as the recognition that the major dimensions of oppression (based on race, gender/gender identity, class, sexuality, disability, age and belief) are interlocking, which needs to be addressed by all EDI policies and actions.

- contributing to the development of improved School and University policies and practices.
  - identifying barriers to equality, diversity and inclusion within the School and formulate and implement solutions.
  - raising awareness of EDI issues at all levels in the School and to ensure that EDI considerations are embedded in all School policies and practices.
2. Creating and developing a culture in which all staff (faculty, professional services and technical staff) and students can work together equitably and are treated with dignity and respect, by:
- meeting regularly discuss issues raised by staff and students and taking appropriate action.
  - receiving reports from EDI leads, staff/student networks, the professional services (PS) team and any working groups or sub-committees and, where required, take any further action.
  - Ensuring that all staff within the School are aware of all avenues of support available to them at School and University level in the event of need.

## **Membership**

The Committee will be chaired by the Associate Dean for People, Culture and Inclusion and will include broad representation of staff across the School, including specifically representation from:

- Education & scholarship faculty
- Teaching & research faculty
- Professional Services
- Technical Services
- Directors and/or deputy directors for the four EDI portfolios (Race equality, Disability, LGBTQ+ and Athena Swan)
- Student representatives
- Campus trade unions

## **Reporting Structure**

PCIC will report to the School's Senior Leadership Team (SLT) and to School meetings.