Office of Diversity Programs Advisory Board
Charter

The mission of the Office of Diversity Programs is to provide leadership for the development of a more pluralistic and inviting campus environment by creating, enhancing, and promoting programming that supports both a diverse campus community of students, staff, faculty and administrators and external constituencies.

In compliance with Goal Two of the University’s Strategic Plan, “Attract and inspire a diverse and talented student body committed to uncompromising academic excellence,” this office will provide leadership for the development of a pluralistic and inviting campus environment, where all people are able to reach their full potential, regardless of race, nationality, ethnicity, gender, religion, sexual orientation, economic status and physical capability.

Leadership

Leadership of the office of Diversity Programs consists of an Associate Vice President reporting directly to the President, an Administrative Director and an Office Assistant.

Advisory Board

The Office of Diversity Programs Advisory Board will meet once each term (Fall, Spring, and Summer) and will be charged with the following responsibilities:

- Create an Executive Committee to meet frequently with the Office leadership
- Create a Community Relations Advisory Committee consisting of nine members
- Facilitate collaborative programs and linkages between the Office, other colleges and universities, and Northwest Florida communities
- Review and approve the annual goals and objectives of the Office, endorse annual budget requests, review and accept the annual report of Office activities
- Provide guidance to the staff of the Office regarding strategic planning
- Offer suggestions for programming designed to foster a climate that is inclusive, respectful, and celebratory including diversity training, conference participation, etc.
- Provide direct support to the Office’s efforts to integrate multiculturalism into the University’s curriculum, including but not limited to introducing diversity issues to existing courses and programs of study and developing plans for appropriate academic majors and minors
• Assist the Office staff with planning and producing events and activities that enhance multiculturalism at UWF, including but not limited to, guest lectures, performing arts programs, and exhibits
• Solicit student involvement and input into the Office mission, goals, and objectives
• Assist the Office staff with identifying and obtaining additional sources of revenue to support its mission
• Work collaboratively with community agencies in sponsoring events, coordinating community efforts, and supporting community diversity initiatives

The Office of Diversity Programs Advisory Board will include such faculty, staff, and/or community members as appropriate to represent a wide cross section of the University and community, and will include the following representation:

• Associate Vice President for Diversity Programs (Chair, ex officio, non voting)
• Administrative Director for Diversity Programs (ex officio, non voting)
• One Faculty Senate member representing the Colleges (3-year term)
• Two professional staff representing Student Affairs Division, one shall represent Disabled Student Services (3-year terms)
• One professional staff representing Office of Student Success Program (3-year term)
• One professional staff representing Office of Diversity/EAEO (3-year term)
• One representative from the International Programs Office (3-year term)
• One representative from the Women’s Studies Program (3-year term)
• One representative from the African-American Affairs Committee (3-year term)
• One representative each from student groups recognized by Student Advising and Organizations (2-year terms)
• One representative from the Division of Administrative Affairs (3-year term)
• One representative from the Division of development (3-year term)
• One representative from the Office of Human Resources (3-year term)
• Four community leaders representing diversity focused organizations (3-year terms)

The initial Board will be appointed by the President from a list of potential Board members supplied by the workgroup appointed by Provost Sandra Flake. The members will be appointed to staggered terms of one-two-and three-year terms and be eligible to be appointed to one additional term.

After the initial appointments, the Board will be self-perpetuating. The Associate Vice President for Diversity Programs will annually produce a proposed membership roster for the following academic year to be presented and
approved by majority vote of the continuing and outgoing Advisory Board members at their summer meeting.

The Advisory Board will elect three officers by majority vote – Chair, Vice Chair, and Secretary, who will serve two-year terms.

The Executive Committee shall consist of five members – Chair, Vice Chair, Secretary and two members (one UWF member and one community member) selected by majority vote. It will meet monthly with the Office leadership, unless the Associate Vice President and the Chair decide there is insufficient reason for the Committee to meet.

The Community Relations Advisory Committee will consist of five members from the Advisory board, elected by majority vote of the Board, plus four members not on the Advisory Board and representing minority constituencies in Northwest Florida, nominated by the Associate Vice President and elected by majority vote of the Advisory Board. The Committee shall assist the Associate Vice President and the Director of Administrative Affairs in the area of University/community relations, meeting as frequently as deemed necessary by the Committee. It will elect a Chair, Vice Chair, and Secretary by majority vote of the Committee.