

Department of Spanish, Italian, and Portuguese  
University of Virginia, Unceded Lands of the Monacan Nation  
Graduate Diversity and Inclusion Committee

Processes and Procedures  
Fall 2020

### **Mission**

This committee evaluates and addresses issues of diversity, equity, and inclusion in the graduate program, including issues of transparency, with the aim of creating a healthy and supportive work environment for graduate students. We serve as a resource and sounding board for all MA and PhD students in the department.

NB: This document uses gender-inclusive “they” pronouns.

### **Timeframe**

Over the summer before their first year, committee members will identify goals to work on with the committee during their term. The DDEI will collaborate on the goals, but the goals will be student-led.

### **Structure**

The committee is formed by 3 graduate students and the faculty DDI. Graduate committee members serve a 2-year term; the DDI serves the length of their appointment. Appointments will be made in the Spring semester. Graduate students in years 1-5 are eligible to volunteer to be considered for the committee. All potential committee members should write a brief cover letter explaining why they want to serve on the committee and what their goals are for their term. Committee members will serve staggered terms, assuring continuity and institutional memory in the leadership.

### **Procedures**

The committee will meet frequently, typically 2-4 times a semester during the academic year. Issues raised at meetings will be advanced following these procedures:

1. Sponsoring member writes a proposal and circulates it at least 2 weeks before the next meeting
2. Committee members discuss at the meeting
3. Sponsoring member and/or committee members make changes to the document
4. Document is presented for an up/down vote in committee
5. Document is shared with relevant stakeholders for review. Relevant stakeholders may include, depending on the issue: Chair, DGS, Ombuds (department or university), Graduate Committee, Graduate Representative, and/or Graduate Students.

### **Voting**

Motions will pass by a simple majority (3 out of 4), unless there is an issue that only graduate students should vote on. Voting will be conducted by a show of hands during meetings, or by email if the committee needs to make a decision and is unable to meet. Abstentions will be noted in the final tally. In the case of highly sensitive material, we will vote by secret ballot.

**Bylaws**

These policies can be changed by a majority of the committee following the procedures and voting guidelines above.