

University of Denver
Daniels College of Business
Inclusive Excellence Committee
Membership Guidelines

MEMBERSHIP

In order to ensure there is adequate representation on the Daniels Inclusive Excellence Committee (DIEC) of its key stakeholders, membership will include but may not be limited to:

- Faculty
- Staff
- Students – graduate and undergraduate
- Members of the local Denver and international communities at large.

A conscious effort will be made to monitor the makeup of the committee to insure a balance of identities (e.g., gender, nationality, race, abilities, etc.).

The membership will consist approximately of the following:

- Daniels faculty (up to five members);
- Daniels staff (up to five members);
 - Committee participation of part-time and/or non-appointed staff will be outside of the individual's normal working hours;
- Daniels students (minimum of four, including at least two graduates and two undergraduates);
- One member from the University of Denver (DU) Undergraduate Student Government (USG) Diversity Committee;
- One member from the DU Graduate Student Association Council (GSAC);
- At least one DU student member from outside of Daniels;
- In addition to Daniels faculty and staff, up to five members from the faculty and staff of the University of Denver at large;
- At least one member from the local Denver and/or international community at large;
- In order to maintain efficiency and effectiveness, total membership should be no more than 30.

EXPECTATIONS OF COMMITTEE MEMBERS

Members will work together to continually develop, enhance, and implement the Daniels College of Business' and the University of Denver's vision and mission of inclusivity. Committee members are expected to:

- Actively participate in committee activities by bringing views, opinions, expertise, etc., to the table as we continue to shape and develop an inclusive environment;
- Physically attend a majority of Daniels IE meetings and actively participate in discussions, training, and activities;
- Join and actively participate in subcommittees as needed and/or according to expertise and/or interest;
- Have an open mind and a willingness to challenge and be challenged in working towards change;
- Actively participate in the IE training scheduled by the Daniels IE Committee;
- Stay abreast of IE issues (specifically in education) and opportunities for IE education;
- Support and engage in on- and off-campus, IE-related activities;
- Remain engaged in the recruiting process by recommending committee members as needed;
- Work in support of the goals set forth in the IE Business Plan and the Daniels College of Business Strategic Plan;
- Donate annually to the Daniels College of Business Inclusive Excellence Fund.¹

LENGTH OF SERVICE

All committee members are respectfully requested to commit to a minimum of one (1) year of service to the Daniels community. This year shall be based on the academic year and run from September to September.

Unless the Committee itself wishes to limit the length of service, members may serve sequential terms.

¹ The IE gift fund provides resources the IE Committee can deploy in a variety of ways to benefit Daniels' diverse community. In addition to funding, at least in part, special honoraria to speakers and/or winners of Daniels IE Awards, funds may be distributed to students who have extraordinary need not covered by their scholarships. Examples of such needs may include covering the cost of attending an IE-related conference, Microsoft certification, and books.

Generally, student representatives may serve as long as they are enrolled and degree seeking at DU. Student representatives are not rendered ineligible for service if they are not enrolled during a single academic quarter or a single academic semester. However, if the latter is the case, the student should try to recommend someone to take his/her place on the Committee during his/her absence.

ATTENDANCE

Members who miss three consecutive Daniels IE meetings (without notifying one of the Committee co-chairs and providing valid reasons) may be asked to leave the committee.

RECRUITING OF COMMITTEE MEMBERS

- Current committee members may recommend colleagues, associates, students, etc. for membership to the committee as needed and/or appropriate.
- The application process for committee membership is as follows:
 - Each candidate will fill out a Daniels Inclusive Excellence Committee application form (resume optional) and electronically submit it to the DIEC Membership subcommittee chair for consideration.
 - Submitted documentation should showcase qualifications and specific interests in IE issues and service.
 - The Membership subcommittee shall review the application documents.
 - Interview/s will be conducted by at least one member of the membership subcommittee.
 - Final decision for committee membership shall be made by the Chair(s) based on the recommendations of the Membership subcommittee.
 - One of the Chair(s) will contact the candidate to inform him/her of the decision.

FRIENDS OF THE COMMITTEE

This is a special group of “friends” or “advisors” to be included on listserv/email updates and invited to meetings and events (e.g., the Center for Multicultural Excellence (CME)). DIEC Friends can be university students, faculty or staff who have expressed an interest in the DIEC but are unable to commit to the committee membership requirements. They could be volunteers or subcommittee participants on events, training, etc. Friends can also be business/community members or corporate representatives who have served as judges, expressed interest in our activities or initiatives, have or would like to donate time and/or money or assist the DIEC as needed. Friends would receive notification of events, updates on meeting agenda items of interest, etc.