

# **DEPARTMENT/SCHOOL/FACULTY EQUALITY CO-ORDINATOR**

## **Introduction**

Each Head of Academic and Administrative Department/School/Faculty will appoint an Equality Co-ordinator<sup>1</sup>.

## **Role Definition**

1. To be the focus within departments for equality issues.
2. To be a Member of the Equality and Diversity Network<sup>2</sup>.
3. To keep up to date with developments in equality issues for staff and students.
4. Attend relevant training and other briefings as appropriate.

## **Support Framework**

The Equality and Diversity Unit and the Department of Student Services will support the development and activities of the Co-ordinators through the provision of information, advice and regular training opportunities.

There will be an induction event for new Department/School/Faculty Equality Co-ordinators at the beginning of each academic year.

## **Guidelines**

Department/School/Faculty Equality Co-ordinators will be expected to attend Equality and Diversity Network meetings (currently three per academic session) and other relevant training and development events. In cases where it is not possible for them to attend all meetings a substitute can take their place.

It is anticipated that this role will be acknowledged in workload assignment and that the time commitment should be no more than three hours per month.

---

Approved by the Equality and Diversity Committee (12/6/08) with effect from 1<sup>st</sup> August 2008.  
Amended October 2010 to include reference to Faculty representation.

---

<sup>1</sup> It is recommended that role-holders serve for three years. Larger Departments/Schools/Faculties may wish to consider the option of nominating a deputy Co-ordinator with the allocation of an equivalent time commitment.

<sup>2</sup> The Equality and Diversity Network has a broad and representative membership and provides a forum for consultation on equality and diversity issues. It is a sub-committee of the Equality and Diversity Committee. Members are encouraged to communicate outside formal meetings: options include, but are not limited to, email ([ednet@lists.bath.ac.uk](mailto:ednet@lists.bath.ac.uk)).