



NAVAL POSTGRADUATE SCHOOL  
INCLUSION AND DIVERSITY COUNCIL  
CHARTER

24 Aug 18

1. **Purpose.** In recognition of the benefits of diversity, and in response to recent command organizational climate surveys, the Naval Postgraduate School (NPS) President will establish a standing Inclusion and Diversity Council (hereafter known as the Council) to advise and assist the President and other members of NPS's leadership on issues of employee diversity and inclusion. The work of the Council will center on monitoring general trends, providing recommendations for action, and serving as a communication link between NPS senior leadership, management, and employees on matters related to diversity.
2. **Charter and Council Duration/Meeting Periodicity**
  - a. This charter shall remain in effect at NPS until cancelled or superseded by the President.
  - b. Council members' terms of office will be two years. Terms will be staggered so the committee experience and continuity will be sustained from year to year.
  - c. The Council will meet quarterly to review data, establish priorities, set activities, assign and report on taskings, monitor progress, and prepare reports as necessary to the President and Provost.
  - d. A Council meeting agenda will be prepared by the chair and distributed at least three calendar days prior to the meetings. Council meeting minutes will be taken and distributed to members after each meeting. Once approved, the minutes of the Council will be posted on the NPS intranet.
3. **Scope and Responsibilities/Specific Tasks.** NPS embraces the principles of equal opportunity, diversity, and inclusion. These principles apply to all aspects of the employment relationship and include, but are not limited to, initial consideration for employment, evaluation of performance, promotion and advancement, training, access to facilities, reasonable accommodations, awards, discipline, and termination. To further the operationalization of these principles, in support of NPS leadership, the specific tasks of the Council will include:
  - a. Develop a diversity and inclusion strategy for NPS.
  - b. Identify and bring to leadership's attention any trends, problems, issues, and/or concerns; and recommend solutions.
  - c. Evaluate and analyze historical workforce data (hires, pay-setting, promotions, awards, separations, etc.), policies, and practices to identify barriers to equal opportunity. The Council will propose plans to remove identified barriers.

d. Review recruitment practices for faculty, general schedule and wage grade employees and make recommendations for improving resources used to reach minorities, women, veterans, and individuals with disabilities.

e. Monitor, evaluate, and advise the President on the organizational climate survey plan of action and progress on implementing actions in conjunction with the NPS Command Resiliency Team (CRT). At the discretion of the President, the Diversity Council may be requested to augment or participate in the CRT during climate survey focus groups.

f. The Council will not accept, investigate, or in any way process or adjudicate individual or class formal grievances, complaints of discrimination, or alleged prohibited personnel practices. Complainants will be promptly referred to the appropriate authority with jurisdiction over the type of complaint alleged.

#### 4. Membership

a. Membership shall be comprised of members of both faculty and staff. Membership shall consist of seven permanent members: Associate Provost for Faculty Affairs, two faculty members (professor, research professor, lecturer, or professor of practice of any rank), two faculty associates of any rank, and two staff of any rank (civilian or military). The selection of the faculty and staff representatives will be done at the discretion of those constituencies.+

b. The Office of Counsel, Equal Employment Opportunity Office, Command Managed Equal Opportunity Office, and Human Resource Office shall provide subject matter advice and assistance to the Council, to include attending Council meetings as appropriate. Other members of NPS may join Council meetings upon request or invitation.

c. The approved Council officers are the Chair, Associate Chair, and Secretary. The Chair will be the Associate Provost for Faculty Affairs. The Associate Chair and Secretary will be selected by the Council on a yearly basis. The Chair and Associate Chair have the responsibility for ensuring compliance with the duties and responsibilities of this Council. They will provide guidance and leadership to the Council. The Secretary will record the minutes of each meeting, distribute approved minutes and agendas to all members, and make all arrangements and advertise for the events/activity of the Council.

#### 5. Authorization. Approved.



STEVEN R. LERMAN  
Provost



RONALD A. ROUTE  
VADM, U.S. Navy (Ret.)  
President