

**TERMS OF REFERENCE FOR EQUITY, DIVERSITY, INCLUSION AND DECOLONIZATION COMMITTEE  
DEPARTMENT OF ANATOMY & CELL BIOLOGY**

**Name of committee**

Equity, Diversity, Inclusion and Decolonization Committee (EDIDC)

**Mandate**

The EDIDC provides support, leadership, and oversight of Anatomy & Cell Biology's programs, policies and processes to ensure that the core principles of equity, diversity, inclusion and decolonization are central to all aspects of the Department's academic mission and work culture. The work of the committee is focused on promoting an inclusive and accessible environment for all, including but not limited to Women, Visible Minorities, Indigenous Peoples, Persons with Disabilities, Persons with Low Socioeconomic Status, and LGBTQ2S+ People.

**Key Responsibilities:**

1. To provide support and leadership in the development, implementation and ongoing evolution of an EDID action plan for the Department of Anatomy & Cell Biology (ACB).
2. To identify EDID-related professional development opportunities for ACB faculty, staff and trainees.
3. To work as advisors/collaborators with the Department's leadership and core operational committees, including the Research Committee, Undergraduate Affairs Committee (UGAC), Graduate Affairs Committee (GAC), and Clinical Anatomy Committee for implementation of EDID initiatives and processes within their respective academic portfolios.
4. To define, identify, and track departmental metrics of success for EDID.
5. To serve as role models for all departmental staff, faculty and trainees in being accountable for maintaining and embracing an equitable, diverse, and inclusive environment in ACB for working, learning and knowledge creation.

**Membership and Terms of Office**

Membership on the EDIDC is established through an open call for expressions of interest to serve as members of the committee. The ideal EDIDC membership is 8-10 members representing a diverse and intersectional group of ACB faculty, staff and trainees; including individuals from equity-deserving groups and those committed to allyship.

The Department Chair of ACB will serve on the EDIDC as an *ex officio* member.

Members will serve for at least a 1-year term, normally renewable twice (i.e., 3 years maximum). As members complete their term and rotate off the EDIDC, they will be replaced through the open call process described above.

### **Leadership/Governance**

The EDIDC is governed by a Co-Chair rotating model consisting of one trainee and one faculty member each year, selected through committee consensus. Each Co-Chair will serve a 1-year term, renewable once with committee support. Discussion and identification of annual Co-Chairs will occur at the first meeting of each academic year, typically in September.

### **Meetings**

1. The EDIDC will have regularly scheduled monthly meetings throughout the academic year, with a typical duration of 1 hour each. Dates and times of meetings will be scheduled by the beginning of September of each year. Additional *ad hoc* meetings may be called as needed.
2. The Co-Chairs of the EDIDC develop the agenda and circulate it at least four days in advance of each meeting. Potential agenda items are to be submitted in writing to the Co-Chairs prior to this deadline.
3. To facilitate equitable opportunities for participation in discussion at meetings, each discussion topic will begin with a roundtable, wherein each member is invited to provide input if they wish. Open discussion will follow.
4. Minutes of each meeting will be recorded in writing and provided to EDIDC members for review and approval before making them accessible the broader ACB department.
5. Guest attendance at, and/or representation on, other departmental committees by EDIDC members may be requested to help advise on and/or advance specific EDID initiatives across the department's academic mission.

### **Reporting**

To ensure regular connections and accountability between the EDIDC and the rest of the Department, the EDIDC Co-Chair(s) or designate(s) will attend monthly department faculty meetings and provide a verbal summary report of the EDIDC's current activities and achievements. In addition, the EDIDC will produce an annual written summary of activities including tracking/reporting of the department's progress on relevant and agreed upon metrics of success for EDID.

### **Periodic Review of Terms of Reference**

The EDIDC terms of reference will be reviewed at least once every 2 years to ensure continued relevance and accuracy.

### **Review History:**

Initially created and approved by the Anatomy & Cell Biology EDIDC on March 23, 2023