

## **Division of Medical Sciences Equity, Diversity, and Inclusion Committee - Terms of Reference**

### **Mandate**

The Committee is advisory in nature and it shall work to promote:

- Equity, diversity, and inclusion within the Division of Medical Sciences.
- Development of a safe, hospitable and equitable working environment, as well as a climate of inclusiveness, respect and congeniality.

### **Activities**

- Advise the Head of problems and issues relating to the Committee's mandate, which may arise in the DMS.
- Recommend appropriate training relating to issues, policies and practices regarding equity, diversity, inclusion and the maintenance of a safe, respectful and appreciative working environment.
- Recommend appropriate policies or practices.
- Assist with preparation of the Division's annual EDI report.
- Engage in other activities, which promote the above terms of reference.
- Liaise with broader UVic-wide counterpart committees.

### **Meetings**

- Meetings will be held a minimum of three times (once per semester) per year.
- Minutes will be recorded, written and circulated by the DMSC Administrative Assistant.

### **Committee Membership**

Membership should include at least one representative from:

- DMS Primary research faculty
- DMS Primary teaching faculty
- Research trainees
- Staff

The committee will welcome all those DMS members who are interested in participating.

### **Membership details and expectations**

- Normally serving for at least a two-year term, currently members are self-nominated. The committee calls for nomination every two years.
- The goal is to have at least two representatives from each group with a maximum number of 12 member.

- Members shall seek and represent the perspective of their employee group as well as their own personal perspective.
- Action items are distributed evenly amongst members.

#### **DMS EDI Committee Members as of June 3 2020**

Brian Christie  
Waheeda Esmail  
Christine Fontaine  
Jane Gair  
Ashleigh Hansen  
Chii Kong  
Sara Ohora  
Cristina Pinar (Temporary Student Representative - Replacement Pending)  
Jessica Skelton  
Leigh Anne Swayne  
Marie-Eve Tremblay  
Haley Vecchiarelli

#### **To contact the DMS EDI committee, please reach out to:**

Leigh Anne Swayne (Chair): [lswayne@uvic.ca](mailto:lswayne@uvic.ca)  
Chii Kong (Member and Administrative Support): [dmsadmin@uvic.ca](mailto:dmsadmin@uvic.ca)