

Chemistry Equity, Diversity and Inclusion Committee (Chem EDI)

Terms of Reference

Approved by the Committee 27-January-2022

Purpose

- 1) The Chemistry Equity, Diversity and Inclusion committee (Chem EDI) is a standing committee that works towards ensuring that the Department of Chemistry is a safe, respectful and inclusive working and learning environment.
- 2) These terms of reference were developed under the University of Victoria Unit Equity Committees General Terms of Reference. In case of discrepancies the University of Victoria Unit Equity Committees General Terms of Reference take precedence.

Responsibilities

- 1) To uphold the Chem EDI Code of Conduct, the Chem EDI Standard Operating Procedures and the Confidentiality Agreement.
- 2) To establish a termly and/or annual workplan identifying major areas of work and priorities.
- 3) To support the Chair of the Department of Chemistry on matters pertaining to equity, diversity and inclusion.
- 4) To develop guidelines, procedures and educational activities in accordance with the following University of Victoria policies: [Human Rights, Equity and Fairness GV0200](#); [Discrimination and Harassment GV0205](#); [Sexualized Violence Prevention and Response GV0245](#); and [Employment Equity HR6100](#).
- 5) To provide/create safe spaces for Chemistry members to bring forward concerns, questions and information pertaining to EDI matters as needed.
- 6) To facilitate training of search committees for all hiring in the Department of Chemistry.
- 7) To develop and maintain the Department of Chemistry webpage content relating to EDI.
- 8) To monitor the Chem EDI email address.
- 9) To establish and coordinate Chem EDI Working Groups to developing activities as required.
- 10) To establish and maintain a contact list of undergraduate students who have expressed interest in participating in Chem EDI activities.
- 11) To undertake broader consultation as deemed necessary, and to advise the Chair of the Department with respect to broader consultations.
- 12) To promote the collection of data on EDI for all constituents of the Chemistry community, review the data and report on progress annually at Chemistry faculty and department meetings.
- 13) To maintain confidentiality on all discussions of the Chem EDI unless it is agreed that specific topics should be discussed outside Chem EDI.
- 14) To use a trauma-informed referral to an appropriate office for any complaints and concerns, since Chem EDI does not deal with complaints or disclosures.
- 15) To liaise with the Chair of the Department for minor matters that can be addressed internally. Chem EDI members or the Chem EDI Chair will inform the Chair of the Department, maintaining the necessary confidentiality requirements, and determine if the Chair of the Department will address the concern themselves or ask the Chem EDI to do so.
- 16) To participate in 5-yearly Equity Reviews of the Department.
- 17) The Chem EDI Chair will liaise with the Chair of the Department.
- 18) The Chem EDI Chair will liaise with the Chem EDI Working Groups.
- 19) The Chem EDI Chair will liaise with the University of Victoria EQHR office.
- 20) The Chem EDI Chair will participate as member of the Academic Advisory Committee on Equity and Diversity (AACED).
- 21) One of the faculty members will participate as member of the Faculty of Science EDI Council.

Membership

- 1) The membership will include diverse representation from Chemistry faculty, staff, graduate and undergraduate students, and researchers in faculty research groups. The Chair of the Department is not an *ex-officio* member and not a regular member of the Chem EDI.
- 2) The membership will consist of a maximum of 2 faculty members, 2 staff members, 2 graduate students, 2 undergraduate students preferably from different years of study, and 1 researcher.
- 3) A member on leave of absence from the Department of Chemistry for longer than 6 months will be replaced. For absences shorter than 6 months the Chem EDI will function with one less member. Faculty members on leave will always be replaced.
- 4) One of the two faculty members will serve as Chem EDI Chair and will be recommended by the other members, with not more than one dissenting vote. The Chair of the Department will approve the recommendation from Chem EDI and will officially appoint the Chem EDI Chair.
- 5) In the absence of the Chem EDI Chair, the second faculty member will serve as Acting Chem EDI Chair. In the absence of both faculty members, the Chem EDI Chair appoints an Acting Chem EDI Chair from the other Chem EDI members.
- 6) Faculty and staff serving on the Chem EDI will not have a defined length of term and the Chem EDI Chair will not have a defined length of term. Graduate students, undergraduate students and researchers will be appointed for a maximum 2-year term (minimum of 1 year), with re-nomination possible.
- 7) A call for nominations will be issued on an *ad hoc* basis to immediately fill a vacancy. The various representative groups described in #1 can nominate members. Self-nominations are acceptable.
- 8) The Chem EDI Chair will consult with the Chair of the Department as to the availability of nominated staff and faculty to serve as members.
- 9) Membership nominations will require committee support with not more than one dissenting vote. The Chem EDI will recommend nominees to the Chem EDI Chair, who will seek final approval for membership from the Chair of the Department.
- 10) Members may be dismissed for failure to fulfill the responsibilities of Chem EDI, or failure to uphold the Chem EDI Code of Conduct, the Chem EDI Standard Operating Procedures or the Chem EDI Confidentiality Agreement.
- 11) If dismissal of a member is necessary, the members will make a recommendation to the Chem EDI Chair who will inform the Chair of the Department. Membership dismissal will require committee support with not more than one dissenting vote.
- 12) If dismissal of the Chem EDI Chair is necessary, the remaining Chem EDI members will recommend dismissal to the second faculty member. If the second faculty member is in conflict, the Chair of the Department adjudicates the proceedings.
- 13) One or more members will be designated as the primary confidential contacts in the Department of Chemistry. However, all members of Chem EDI can be contacted with respect to EDI matters in the Department of Chemistry.
- 14) Students may request their involvement in Chem EDI to be officially recognised as a co-curricular record, as described here: <https://www.uvic.ca/coopandcareer/hands-on-learning/extracurricular/index.php>.

Confidentiality

- 1) The Chem EDI will apply the necessary procedures to ensure confidentiality of all deliberations.
- 2) The Chem EDI will not discuss as a group the details of information brought to them except in such abstracted form as is agreed upon in advance, and in order to identify what collective actions can be taken to prevent such problems arising in the future.

Meetings

- 1) Meetings will normally be held once a month.

- 2) The agenda will be prepared by the Chem EDI Chair or delegate and will be distributed at least 24 hours prior to scheduled meetings.
- 3) The Chem EDI Chair or a delegate will distribute action items decided at meetings within one week of the meeting.
- 4) Subsequent meetings will include follow ups on all action items from previous meetings until such items are considered completed.

Seminars and events on EDI matters

- 1) Suggestions for speakers on matters related to EDI will be accepted from Chem EDI members or Chemistry members at any time.
- 2) The title and content of potential seminars or events is determined based on communication with the speaker. If possible, additional information is gathered based on the speaker's website and social media, watching prior videos, and feedback from Chem EDI members who have attended events by the speaker.
- 3) If appropriate, the speaker is nominated for inclusion in the Department seminar series and if chosen is asked to do a separate event (or events) on EDI matters. Otherwise, seminars or similar educational events regarding EDI matters are organised separately.
- 4) Events are advertised widely using common department methods (Facebook, Twitter, Instagram, posters, emails). Special attention is paid to communication with undergraduate students (ask instructors to advertise in lectures and labs, departmental undergraduate blog, ChemSoc) since they are harder to reach.
- 5) Co-curricular records can be set up for each event if desired and details placed in the advertisements.
- 6) Complaints received after a speaker is chosen will be forwarded directly to EQHR.

Reporting

- 1) The Chem EDI reports to the Chair of the Department and will submit an annual report by 30 April.

Working Groups

- 1) Working Groups will be formed as necessary.
- 2) Members of a Working Group will be appointed by Chem EDI with not more than one dissenting vote and will be chosen from the various representative groups in the Department of Chemistry.
- 3) Members of the Chem EDI are not normally members of Working Groups.

Approval and review

- 1) The Terms of Reference will be reviewed annually by the Chem EDI.