Chemistry Committee on Equity, Diversity and Inclusion (Chem EqDI)

Terms of Reference
Approved by the Committee 22 June 2018

Purpose
1) The Chemistry Committee on Equity, Diversity and Inclusion (Chem EqDI) is a standing committee that works towards ensuring that the department is a safe, respectful and inclusive working and learning environment.

Responsibilities
2) To uphold the Chem EqDI code of conduct and the standard operating procedures.
3) To support the Chair of the Chemistry Department on matters pertaining to equity, diversity and inclusion.
4) To develop guidelines, procedures and educational activities in accordance with the following UVic policies: Human Rights, Equity and Fairness GV0200; Discrimination and Harassment GV0205; and Sexualized Violence Prevention and Response GV0245.
5) To provide/create safe spaces for students and members of the department to bring forward concerns, questions and information pertaining to equity, diversity and inclusion.
6) To develop and maintain the department webpage content relating to equity, diversity and inclusion.
7) To establish and coordinate Chem EqDI Working Groups in developing activities as required.
8) To support and oversee Chem EqDI Advisors.
9) To establish and maintain a contact list of undergraduate students who have expressed interest in participating in Chem EqDI activities.
10) To undertake broader consultation as deemed necessary, and to advise the Chair of the Department with respect to broader consultations.
11) To maintain confidentiality on all discussions of the Chem EqDI unless it is agreed that specific topics should be discussed outside the committee.
12) The Chair of the Chem EqDI will liaise with the Chair of the Department.
13) The Chair of the Chem EqDI will liaise with UVic’s EQHR office.
14) The Chair of the Chem EqDI will liaise with the Chem EqDI Advisors.
15) The Chair of the Chem EqDI will liaise with the Chem EqDI Working Groups.

Membership
16) The membership will include diverse representation from Chemistry faculty, staff, graduate and undergraduate students. The Chair of the Department is not an ex-officio member and not a regular member of the committee.
17) The membership will consist of 2 faculty members, 2 staff members, 2 graduate students, and 2 undergraduate students preferably from different years of study.
18) One of the two faculty members will serve as Chair and will be appointed by the other members, with not more than one dissenting vote. In the absence of the Chair, the second faculty member will serve as Acting Chair. In the absence of both faculty members, the Chair of the Committee appoints an Acting Chair from the other committee members.
19) Faculty and staff serving on the committee will not have a defined length of term and the Chair will not have a defined length of term. Graduate and undergraduate students will be appointed for a maximum 2-year term, with re-nomination possible.
20) A call for nominations will be issued on an ad hoc basis to immediately fill a vacancy. The various representative groups described in #16 can nominate members. Self-nominations are acceptable.
21) The Chair of the Committee will consult with the Chair of the Department as to the availability of nominated staff and faculty to serve as members.
22) Membership nominations will require committee support with not more than one dissenting vote. The committee will recommend nominees to the Chair of the Committee, who will seek final approval for membership from the Chair of the Department.
23) If dismissal of a member is necessary based on a failure to fulfill the responsibilities, the members will make a recommendation to the Committee Chair who will inform the Chair of the Department. Membership dismissal will require committee support with not more than one dissenting vote.
24) If dismissal of the Chair is necessary based on a failure to fulfill the responsibilities, the remaining committee 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.
25) One or more members will be designated as the primary confidential contacts in the department. However, all members of the committee and all Chem EqDI Advisors can be contacted with respect to equity, diversity and inclusion in the Department.

Confidentiality
26) The committee will apply the necessary procedures to ensure confidentiality of all deliberations and all processing of EqDI matters.

Meetings
27) Meetings will normally be held once a month.
28) The agenda will be prepared by the Chair and will be distributed at least 24 hours prior to scheduled meetings.
29) The Chair or a designate will distribute action items decided at meetings within one week of the meeting.

Reporting
30) The committee reports to the Chair of the Department and will submit an annual report by 30 April.

Working Groups
31) Working Groups will be formed as necessary.
32) Members of a Working Group will be appointed by the committee with not more than one dissenting vote and will be chosen from the various representative groups in the department.
33) Members of the committee are not normally members of Working Groups.

Advisors
34) Advisors will be appointed by the committee.
35) Advisors will uphold the Code of Conduct and the Standard Operating Procedures of the committee.
36) Advisors will receive and advise on EqDI concerns and reports brought forward by the chemistry community.
37) Advisors will report to the Chair of the Committee.

Approval and Review
38) The Terms of Reference will be reviewed annually by the committee.