

# Unit Equity Committees—General Terms of Reference

## Purpose/Mandate

Unit Equity, Diversity and Inclusion Committees are ad hoc standing committees dedicated to promoting and advancing upholding the values of equity, diversity, and inclusion in the faculty and university. Based in the foundational knowledge that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community, the committees work to create and maintain an atmosphere of inclusion and respect in a safe and nurturing environment. Committees work to identify and address issues of social justice encompassing but not limited to Indigenous rights, the rights of members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, class or place of origin; rights of persons with visible and/or invisible (physical and/or mental) disabilities; rights of persons who identify as women; and rights of persons of marginalized sexual orientations, gender identities, and gender expressions. Recognizing that many of these identities intersect and that the equity, diversity and inclusion can be complex, committees, through their work, seek to value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

In this document, the term “unit” refers to whichever administrative structure supports the equity committee, whether it is a department, faculty, or other administrative unit.

## Committee Structure and Members

- x Members appointed or (if volunteers) approved by the unit head, Director, or Dean in non-departmentalized faculties
- x Members include at least one continuing employee or regular faculty, as well as willing members from other groups of the university community as identified by the unit (e.g., term employees, sessional faculty, staff, undergraduate and graduate students)
- x The committee will strive for diversity of membership by gender, ethnicity/ place of origin, Indigenous status, and many other aspects of identity. For more guidance on this, see the document “Creating and working well with diverse committees,” Appendix 2 in [the Guide to Faculty and Librarian Recruitment](#)
- x The unit will look at ways to compensate members for participation when this falls outside

## Functioning of the Committee

- x The committee will develop terms of reference identifying membership, when they meet, how they make decisions (including revisions to the terms of reference), how they seek diverse input, and how they ensure confidentiality
- x The committee will normally establish an annual work plan identifying their major areas of work and priorities
- x While the purpose of these committees is not to hear complaints or disclosures, we recognize that given their work, they may be approached as individuals or as a committee by community members with concerns or disclosures related to discrimination, harassment or sexualized violence. Given this, we recommend the following:
  - o The primary response to concerns is a trauma-informed referral to an appropriate office. Training on providing such referrals is provided by the sexualized violence resource office in EQHR.
  - o Resources on making referrals are found on [EQHR's website](#) and on the university's [Sexualized Violence webpage](#)
  - o For minor matters that can be addressed internally, committee members or the committee will inform the unit head and see if they will address the concern themselves or ask the committee to do this
  - o The committee will handle disclosures of sexualized violence in accordance with the university's policies and procedures.

x TRC and Indigenization Consider and make recommendations on