

education and
activities within BCMB related to enhancing EDI.

enhance equity, diversity and inclusion throughout BCMB.

2. To invite ongoing input on the development of policies on equity, diversity and inclusion from all members of the BCMB community
3. To provide safe mechanisms for BCMB members to bring forward suggestions, questions and information relevant to the EDI work of this committee.
4. To support and advise the BCMB Chair on equity, diversity and inclusion issues and possibilities including training and seminar speakers within the Department.
5. To report each April to the BCMB Chair on its activities, accomplishments and recommendations accomplished during the prior 12 months, as well as any challenges faced
6. To establish each May an annual work plan identifying major priorities and activities for the coming year.
7. To develop guidelines, procedures, training, and educational activities related to EDI. Departmental approval. The following UVic policies will be followed: Human Rights, Equity and Fairness GV0200, Discrimination and Harassment GV0205, Sexualized Violence Prevention and Response GV0246, Employment Equity HR6100
8. To develop strategies to ensure BCMB is a welcoming and supportive environment for all departmental members, including within research laboratories and classrooms.
9. To develop and revise as required faculty and staff hiring plans to enhance diversity within BCMB.
10. To develop and revise as required an inclusion plan within BCMB to support faculty and staff hires and undergraduate and graduate students who are members of underrepresented groups.

11. To act as an advisory committee to the undergraduate and graduate curriculum committees on revisions of the curriculum to address equity, diversity, inclusion and Indigenization
12. To establish and maintain a BCMB EDI webpage that includes links to all relevant EDI resources.
13. To identify and showcase the successes of a diverse cross-section of current and former BCMB trainees through the BCMB departmental webpage and online presence
14. To highlight through the EDI webpage ongoing community connections in BCMB that enhance equity, diversity and inclusivity.
15. The committee will undertake continuing education to advance their own learning about equity, diversity and inclusion topics including: university policies, offices and resources; the experiences of diverse populations; relevant topics related to the functioning of the committee, e.g. policies on confidentiality.
16. To observe strict confidentiality on all discussions of the committee with the exception of topics previously agreed by the committee to require discussion outside the BCMB EDI.
17. To liaise with the BCMB Chair on minor matters that can be addressed internally. Such matters may be brought forward while maintaining strict confidentiality requirements to the BCMB EDI by the Department Chair, or they may be brought to the Department Chair by the BCMB EDI Chair. In each case, the two chairs will discuss whether the matter is best handled by the BCMB EDI or by the BCMB Chair.

Membership

1. The membership of the BCMB EDI will include diverse representation from BCMB faculty, staff, graduate students, undergraduate students and research personnel. The BCMB Chair is not an *ex-officio* member or regular member of the BCMB EDI.
2. The membership will consist of four (4) faculty members, one (1) staff member, one (1) graduate student, 1 undergraduate student and grant-funded research staff. Membership can be expanded to up to two (2) additional faculty members.
3. A member on study leave or leave of absence from the BCMB Department for longer than 6 months will be replaced. For leaves of 6 months or less the committee will proceed with one less member.
4. One of the faculty members will be recommended by the committee to serve as the BCMB EDI Chair with not more than two dissenting votes. The BCMB Chair will approve the recommendation and appoint the BCMB EDI Chair.
5. In situations where an acting BCMB EDI Chair is required, the role of BCMB EDI Chair will be one of the other faculty members as assigned by the BCMB EDI Chair. Acting chairs will not be appointed for terms exceeding (6) months.
6. Faculty and staff serving on the BCMB EDI have a maximum 3 year term, with renomination possible. However, in the interests of providing the greatest accessibility and diversity of representation, those seeking renomination are encouraged to take a least one (1) year break before rejoining the committee.

7. To ensure continuity, faculty and staff will have a staggered start, with some faculty and staff having a shorter tenure on the committee (1.5 year term).
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Reporting

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Approval and review

1. The Terms of Reference will be reviewed annually by the BCMB ~~by~~.