

**FACULTY OF MEDICINE & DENTISTRY**  
**Equity, Diversity and Inclusion Advisory Committee (EDIAC)**  
**Terms of Reference**

**Original development Date: April 06, 2017**

**Most Recent Approval Date: December 02, 2021**

**Most Recent Editorial Date: November 30, 2021**

<b>Office of Accountability:</b>	Dean of Faculty of Medicine and Dentistry
<b>Office of Administrative Responsibility:</b>	Office of Assistant Dean EDI
<b>Approver:</b>	Dean’s Executive Committee
<b>Scope:</b>	Terms of Reference

Any changes to the Terms of Reference must be approved by the Faculty Affairs Committee through the office of the Vice Dean, Faculty Affairs, and the Dean’s Executive Committee.

**1. Purpose:**

The Faculty of Medicine & Dentistry’s EDIAC echoes the University of Alberta’s strategic goal: “Build a diverse, inclusive community of exceptional learners, faculty and staff from Alberta, Canada and the world.” We promote a supportive working and learning environment so that our faculty members, staff, and learners will be able to serve diverse populations in an equitable and inclusive manner. Our recruitment, retention and renewal plans must reflect the diversity of human experience. In alignment with University of Alberta Equity policy, this committee ensures a balanced academy that has an equitable composition of women, visible minorities, Indigenous Peoples, persons with disabilities, and LGBTQ+. This committee supports an environment that is free of discrimination and harassment, and supportive of accommodation and respect within the work environment. We are part of a cross-institutional commitment to prepare learners with respect to education and research, and serve the health care needs of all Albertans, as well as national and international partners and stakeholders.

**2. University of Alberta’s Strategic Plan for EDI:**

“The University of Alberta is committed to cultivating an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability among faculty, staff, and students. In our inclusive community, we encourage and support individual and collaborative efforts to identify and address inequities, and we welcome and enable contributions of all voices as we engage with diverse ideas, knowledge, and perspectives in the pursuit of inclusive excellence [For the Public Good](#).”

**3. Guiding Principles:**

1. Inclusive workplace: We are committed to building an inclusive working and learning environment by drawing on the talents and ideas of all within the workplace

2. Diverse workforce: We recognize, appreciate and incorporate the unique insights and perspectives of a qualified diverse Faculty. We value the skills, innovation and creativity that diversity offers.
3. Fair treatment: We recognize, respect and accommodate the different needs of all individuals whenever possible and adhere to the duty to accommodate. (See below.)
4. Integrated approach: We are committed to building diversity and inclusion into academic plans, policies, practices and programs.
5. Barrier-free organization: We are committed to ensuring our systems, policies, practices and environments are barrier-free and accessible.
6. Equal opportunity employer: We hire and promote the most qualified person for the position, while encouraging individuals from all designated groups to apply for positions: women, visible minorities, Indigenous Peoples, persons with disabilities, and persons identifying themselves as LGBTQ+.

#### **4. Responsibilities:**

1. To work with faculty, staff and learners to identify priorities that will ensure the development of equitable, diverse, and inclusive working and learning environments.
2. To review and revise the current FoMD Diversity Guide.
3. To develop practices and tools that will address gaps and sustain a diverse and inclusive workforce.
4. To ensure equitable employment practices by creating procedures for all personnel that partake in the recruitment process: employment practices include job descriptions, identification of systemic barriers, and mitigating concerns.
5. To develop strategies and plans to enhance the FoMD's reputation for cultivating a diverse and inclusive environment where all individuals work, learn and communicate with honesty and respect.
6. To celebrate and acknowledge diversity throughout the organization.
7. To review and monitor the progress of Equity, Diversity, and Inclusion goals and plans annually.
8. To liaise with the University of Alberta Office of Employment Equity, the Office of Safe Disclosure and Human Rights, and other University of Alberta offices as required.
9. To liaise with Alberta Health Services.
10. To submit an Annual Progress Report to the Vice Dean, Faculty Affairs (Chair to submit).
11. To advise the Chair to determine the current status of the FoMD staff and learners and to set annual Equity, Diversity and Inclusion goals accordingly.

#### **5. Composition:**

##### *Chair:*

1. Assistant Dean, Diversity, Equity and Inclusion

##### *Appointed Members:*

2. Professionalism Representative appointed by Associate Dean Professionalism
3. Faculty Development Representative appointed by Associate Dean Faculty Development
4. Indigenous Health Initiatives Representative appointed by Indigenous Health Initiatives Program Director
5. Wellness Office Representative appointed by the Dean, FoMD
6. Office of Safe Disclosure and Human Rights, University of Alberta, Representative appointed by the Director, Office of Safe Disclosure and Human Rights
7. MD Program Representative appointed by the Associate Dean MD Program
8. Post Graduate Medical Education Office Representative appointed by Associate Dean PGME

9. Graduate Studies and Research Office Representative appointed by Associate Dean of Research, Graduate Programs
10. Human Resources Partner Representative appointed by Senior HR Service Partner, Human Resource Services, Partnerships
11. Black Health Lead in the MD Program Representative appointed by the Dean, FoMD
12. School of Dentistry Faculty Representative appointed by the Chair, School of Dentistry
13. Dental Hygiene Faculty Representative appointed by the Director, Dental Hygiene Program
14. Med Lab Science Faculty Representative appointed by the Director, Division of Medical Laboratory Science
15. Radiation Therapy Faculty Representative appointed by the Director, Radiation Therapy Degree Program
16. Basic Science Chair or delegate selected by Basic Science Chairs
17. Clinical Chair or delegate selected by Clinical Chairs
18. Medical Student Association VP EDI selected by MSA
19. Medical Student Association Representative / IDMSA delegate selected by MSA
20. Medical Student Association Representative / BMSA delegate selected by MSA
21. Dentistry Student Association Representative selected by their student group
22. Dental Hygiene Student Association Representative selected by their student group
23. Medical Laboratory Sciences Student Association Representative selected by their student group
24. Radiation Therapy Student Association Representative selected by their student group
25. Post Graduate Medical Education Representative (resident) selected by their resident group
26. Graduate Student Representative (learner) selected by their learner group
27. Support Staff Representative call of interest through NASA

*Elected Member:*

28. Member-at-Large selected by an open call of interest voted on by EDIAC members

*Ad Hoc Member:*

29. Accreditation Representative as needed

*Ex-Officio Members:*

- Vice Dean, Faculty Affairs
- Vice Dean, Education
- Associate Dean, Professionalism

\*Members should demonstrate a proven track record in addressing employment equity, as defined in federal Canadian law relating to the [four federal designated groups](#), including but not limited to women, visible minorities, Indigenous Peoples, persons with disability, and additionally, persons identifying as LGBTQ+, [as well as other protected grounds](#).

## 6. Roles:

1. Adhere to principles of Equity, Diversity and Inclusion.
2. Share open, honest and respectful dialogue.
3. Participate, problem-solve, and collaborate.
4. Share lessons, successes and progress with the other members.
5. Review and provide advice on programs and practices.
6. Actively promote all aspects of Equity, Diversity and Inclusion within their area of work.
7. Inform the committee about concerns and emerging issues.
8. Adhere to the University of Alberta [Statement of Ethical Conduct](#).
9. Be familiar with information sessions and in-house training materials as related to Equity, Diversity, Inclusion and Human Rights Legislation.
10. Be familiar with the University of Alberta [Human Resource Policies](#).
11. The chair will set the date/time/location and agenda of the meetings.

## 7. Procedures:

1. Members are appointed for a term of 3 years. Student terms may be shorter (2 years).
2. In exceptional cases renewal for an additional term will be considered.
3. Members whose membership is contingent upon their leadership role will remain a part of this committee until such time as they no longer hold their original role.
4. Changeover of members may be allowed to overlap, in order to maintain continuity.
5. The Chair votes only in the event of a tie.

#### 8. Member-at-Large/Ad hoc positions:

1. The member-at-large will be an employee of, or a learner at, the Faculty of Medicine & Dentistry who is committed to the principles of Equity, Diversity and Inclusion.
2. A call for an Expression of Interest to go out every two years to elect a member-at-large.
3. The member will be elected by the Equity, Diversity and Inclusion Advisory Committee.
4. The member will be expected to serve as a committee member for a term of two years.
5. Ad hoc members will be added to the committee as necessary for specific purposes.

#### 9. Meetings:

1. FoMD EDIAC will meet quarterly, at a minimum.
2. A quorum will be the Chair (or a designated alternate) and 50% of the voting members.
3. Minutes of the meetings of the Committee shall be transcribed by the Assistant Dean Diversity administrative support staff, and shared with the Vice Dean Faculty Affairs Committee, and stored on Google Drive> Diversity folder.

#### 10. Relevant Links:

[Duty to Accommodate Policy](#)

[Duty to Accommodate Procedure](#)

[FoMD Diversity Guide](#)

[For the Public Good](#)

[Helping Individuals at Risk Policy](#)

[Helping individuals at Risk Procedure](#)

[FoMD Strategic Plan](#)

#### 11. Membership:

FoMD Equity, Diversity & Inclusion Advisory Committee 2021-2022				
<b>Membership list</b>				
updated January 31, 2022				
No.	Position	Member	Role	Term
1.	Chair	Helly Goetz	Assistant Dean, Equity, Diversity and Inclusion	3 years
2.	Appointed member	Carol Hodgson	Professionalism Representative	3 years
3.	Appointed member	Manjula Gowrishankar	Faculty Development Representative	3 years
4.	Appointed member	Wayne Clark	Indigenous Health Representative	3 years

5.	Appointed member	Mel Lewis	Wellness Office Representative	3 years
6.	Appointed member	Donnell Willis	Safe Disclosure & Human Rights UofA Representative	3 years
7.	Appointed member	Joanne Rodger	MD Program Representative	3 years
8.	Appointed member	Tehseen Ladha	Post Graduate Medical Education Representative	3 years
9.	Appointed member	Thomas Churchill	Graduate Studies & Research Representative	3 years
10.	Appointed member	Kendra Brunt	Human Resource Partner Representative	3 years
11.	Appointed member	Eniola Salami	Black Health Lead Representative	3 years
12.	Appointed member	Cheryl Cable	School of Dentistry Faculty Representative	3 years
13.	Appointed member	Kimi Khabra	Dental Hygiene Faculty Representative	3 years
14.	Appointed member	Karen Matejka	Med Lab Science Faculty Representative	3 years
15.	Appointed member	Amanda Bolderston	Radiation Therapy Faculty Representative	3 years
16.	Appointed member	New	Basic Science Chair Representative	3 years
17.	Appointed member	New	Clinical Chair Representative	3 years
18.	Appointed member	Ethan Candler	Medical Student Assc. VP EDI lead	2 years
19.	Appointed Member	Auriele Volk	Medical Student Assc. Rep/ IDMSA delegate	2 years
20.	Appointed Member	Luam Araya	Medical Student Assc. Rep/ BMSA delegate	2 years
21.	Appointed Member	Allora Mason	Dentistry (DDS) Student Assc. Representative	3 years
22.	Appointed Member	Vanessa Vuong	Dental Hygiene Student Assc. Representative	3 years
23.	Appointed Member	Clark Kent Carpio	Med Lab Science Student Assc. Representative	3 years
24.	Appointed Member	Vacant	Radiation Therapy Student Assc. Representative	3 years
25.	Appointed Member	Ekua Amponsah Agyemang	Post Graduate Medical Education Rep (Resident)	3 years
26.	Appointed Member	Vacant	Graduate Student Representative (Learner)	3 years
27.	Appointed member	Carol Nahorniak	Support Staff Representative	3 years
28.	Elected member	Sophia Parks	Member-at-Large	2 years
29.	Ad Hoc member	Joanne Rodgers	Accreditation Representative	As needed

Original approval date May 30, 2017  
Revised approval date Dec 02, 2021  
Membership expanded Dec 07, 2021