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

| Office of Accountability: | Dean of Faculty of Medicine and Dentistry |
| Office of Administrative Responsibility: | Office of Assistant Dean EDI |
| Approver: | Dean’s Executive Committee |
| Scope: | 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 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.

12. To advise the Chair to determine the current status of the FoMD staff and learners and 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.
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Member</th>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chair</td>
<td>Helly Goez</td>
<td>Assistant Dean, Equity, Diversity and Inclusion</td>
<td>3 years</td>
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<tr>
<td>2.</td>
<td>Appointed member</td>
<td>Carol Hodgson</td>
<td>Professionalism Representative</td>
<td>3 years</td>
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<td>3.</td>
<td>Appointed member</td>
<td>Manjula Gowerishankar</td>
<td>Faculty Development Representative</td>
<td>3 years</td>
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<tr>
<td>4.</td>
<td>Appointed member</td>
<td>Wayne Clark</td>
<td>Indigenous Health Representative</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td>Status</td>
<td>Name</td>
<td>Title</td>
<td>Term</td>
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<tr>
<td>5</td>
<td>Appointed member</td>
<td>Mel Lewis</td>
<td>Wellness Office Representative</td>
<td>3 years</td>
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<tr>
<td>6</td>
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<td>Donnell Willis</td>
<td>Safe Disclosure &amp; Human Rights UofA Representative</td>
<td>3 years</td>
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<td>7</td>
<td>Appointed member</td>
<td>Joanne Rodger</td>
<td>MD Program Representative</td>
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<td>8</td>
<td>Appointed member</td>
<td>Tehseen Ladha</td>
<td>Post Graduate Medical Education Representative</td>
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<td>Thomas Churchill</td>
<td>Graduate Studies &amp; Research Representative</td>
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<td>10</td>
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<td>Kendra Brunt</td>
<td>Human Resource Partner Representative</td>
<td>3 years</td>
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<td>11</td>
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<td>Eniola Salami</td>
<td>Black Health Lead Representative</td>
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<td>Cheryl Cable</td>
<td>School of Dentistry Faculty Representative</td>
<td>3 years</td>
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<td>13</td>
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<td>Kimi Khabra</td>
<td>Dental Hygiene Faculty Representative</td>
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<td>Karen Matejka</td>
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<td>Appointed member</td>
<td>Amanda Bolderston</td>
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<td>3 years</td>
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<td>16</td>
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<td>3 years</td>
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<td>Ethan Candler</td>
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<td>2 years</td>
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<td>2 years</td>
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<td>Allora Mason</td>
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<td>3 years</td>
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<td>Vanessa Vuong</td>
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<td>Clark Kent Carpio</td>
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<td>Ekua Amponsah Agyemang</td>
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<td>Elected member</td>
<td>Sophia Parks</td>
<td>Member-at-Large</td>
<td>2 years</td>
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<tr>
<td>29</td>
<td>Ad Hoc member</td>
<td>Joanne Rodgers</td>
<td>Accreditation Representative</td>
<td>As needed</td>
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</table>

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