



THE UNIVERSITY OF BRITISH COLUMBIA

School of Biomedical Engineering

Faculties of Applied Science and Medicine

School of Biomedical Engineering Respect, Equity, Diversity and Inclusion Committee (REDI)

TERMS OF REFERENCE

Purpose

The Respect, Equity, Diversity and Inclusion Committee (REDI) has a mandate of reviewing current curriculum, teaching, mentor, faculty and staff hiring and operational and research practices for racial, gender and other biases, and to develop and propose effective solutions that contribute to building a just and equitable School culture for all members. The committee will promote respect, equity, diversity and inclusion in all School policies, processes and activities. The committee will identify REDI-related issues, propose initiatives and prioritize them, working collaboratively with the School's leadership as well as other committees and UBC groups to deploy them, and monitor the effectiveness of these efforts.

Objectives

The specific objectives are to:

- a) Develop and implement a REDI-focused strategic plan to support the School's activities.
- b) Ensure REDI initiatives align with the School's overall strategic plan - <https://www.bme.ubc.ca/about/strategic-plan/>
- c) Advise and make recommendations to the SBME leadership and partner faculties (APSC & FoM) of requirements to meet REDI policies. As SBME leadership is represented on the committee, they will make note of actionable items to enact.
- d) Outline and establish pathways for the handling of mistreatment and harassment, as well as reporting of issues, for the SBME community.
- e) Encourage, support, and provide resources for the development of projects that promote REDI in the School, in collaboration with other REDI initiatives (local, national and/or international).
- f) Evaluate equity, diversity and accessibility in the School and across activities (recruitment, teaching, research, scholarships and awards, and promotion) in conjunction with the appropriate committees and propose solutions to address gaps in these areas.
- g) Review policies and procedures in the School and recommend actions for the improvement of REDI.
- h) Enhance equity training available for students, faculty, and staff.



Membership

The co-chairs appoint all members of the committee. The co-chairs will consider a diversity of individuals and perspectives in making appointments. One of the committee's co-chairs will be the School Director; the other co-chair will be selected from the rest of the committee members. An exception is when the School Director is on leave, wherein another committee member will act as co-chair.

A communications lead will be selected from the remaining committee members. Such a position creates and distributes meeting minutes, both to the committee as well as the SBME community at large, as well as provides updates to SBME website, and other communication platforms in an effort of transparency.

Committee membership is a minimum of one-year appointment. To maintain continuity for each stakeholder group (Faculty, Staff and Student), at least one member will serve a two-year term. No member will serve more than two continuous years. Members-at-large may be appointed at the discretion of the School Director or co-chairs. Such members may include external partners or stakeholders or internal SBME community members representing specific stakeholders (ex: under-represented minority groups).

The committee will have at least two representatives of the following communities in the School:

- A) Faculty
- B) Staff
- C) Graduate students
- D) Postdoctoral scholars and research associates
- E) Undergraduate students

Responsibilities and activities

1. The committee will meet monthly
2. Quorum is achieved with at least one representative from each stakeholder group present
3. The committee is advisory to SBME leadership and partner Faculties (APSC & FoM)
4. This is a working committee. Subcommittees within each stakeholder group can be formed to review School policies, develop action plans, and support projects to promote REDI.
5. Proposed changes to School policies will be subject to approval at the monthly SBME faculty meeting. The committee can make recommendations to other School committees to enhance REDI.
6. A REDI committee member will report its activities at each monthly SBME faculty meeting.
7. The committee will be structured in a manner to have links to similar initiatives across UBC.
8. Service on the committee will be recognized.