

**Department of Medicine  
Diversity Committee  
Terms of Reference – July 9, 2020**

**Mission Statement:**

To promote an environment of equity, diversity and inclusion (EDI) within the Department of Medicine, in line with the incoming University of Saskatchewan's EDI Policy, using evidence based initiatives to implement best practices.

**Membership:**

- Members will reflect a greater representation of under-represented groups in the Department of Medicine to reflect the diversity of the Department of Medicine at large, including women, Indigenous Peoples, members of racialized minorities, people with disabilities and 2SLGBTQ+ individuals. The membership shall not be exclusive to the city of Saskatoon and should eventually represent interests from across the province, including Regina and peripheral sites, by 2022.
- The Committee will have a chair appointed by the Provincial Head of the Department of Medicine.
- The membership and role of the Committee will be reviewed on an annual basis, with the first review to begin one year after the committee is struck.
- As the membership and size of the Committee expands, the committee may decide to create a Vice Chair role for the group to support the group's efficiency, specific area(s) of focus or other imperative. If decided, the Vice Chair role will be determined by vote. The Vice Chair will be able to act in the role of Chair when/if the Chair is unable to attend a working group meeting.

**Accountability:**

- The EDI Committee reports to the Provincial Head of the Department of Medicine in an advisory capacity.

**Meetings:**

- The committee will meet bi-monthly through the academic year (September to June).
- Minutes will be kept, pre-circulated before each meeting and approved by vote.
- Agendas will be pre-circulated.
- Issues will normally be decided by consensus. When issues require a vote, as decided by the chair, all committee members will be considered voting members. For issues requiring a vote, a quorum of 50% of members is required. The chair will cast deciding votes in the event of ties.
- Administrative support will be provided by the office of the Provincial Head of the Department of Medicine. This individual will assist the chair with agenda setting, scheduling of meetings,

preparation and circulation of meeting materials, minute taking, and maintaining all committee records.

**Sharing of information and resources:**

- The committee will report on its progress at least annually to the Provincial Head of Department of Medicine.
- Communication of survey results, department-wide initiatives led by the committee as well as other activities of the committee may occur via Department of Medicine grand rounds, DOM website and other materials, as needed.

**Outcomes:**

- A primary goal of the EDI Committee is to raise awareness amongst its membership of the issues impacting EDI within and around the Department of Medicine.
- The Committee will prioritize activities and initiatives within the Department of Medicine that promote EDI.
- A Needs Assessment Survey will take place in the fall of 2020 to inform the committee where the gaps in diversity exist within the Department of Medicine.
- A recommendations document will then be drafted and submitted to the Provincial Head of the Department of Medicine.
- Once accepted, the committee will begin to support the execution of those recommendations using the resources from the Department of Medicine.
- The committee will not adjudicate claims of harassment, discrimination, bias, or unprofessional behavior. Any complaints from staff and learners that are received by the EDI Committee will be forwarded to the Provincial Head of Department of Medicine for investigation and resolution.

**Term of the group:**

- The term of the committee is indefinite. The committee will continue to meet and work through the execution of the planning document in a spirit of continuous and ongoing improvement.