

TERMS OF REFERENCE

EQUITY, DIVERSITY, AND INCLUSION COMMITTEE

September 2021



Composition

Nine appointed members of DRC Community:

- One Chair
- One Co-Chair
- 4 Equity Officers (one per Research Division)
- 3 Trainee Members

Note: All faculty members of the EDI committee will undertake relevant EDI training including McGill's Equity and Inclusion in the Academic Search Process workshop.

Duration of service: 2 years Renewable 1 time for faculty; 1 year Renewable 1 time for trainees

Quorum for meetings: Chair/Co-Chair, 2 Equity Officers, 2 Trainee Members

Scope

This is a consultative steering committee that provides input and feedback to the DRC Executive Committee and Leadership on best practices in research with regards to EDI at the Douglas Research Centre and serve as liaison to central EDI resources at McGill University (<https://www.mcgill.ca/equity/edi-research/internal-mcgill-resources>). Decisions related to EDI are made by the DRC Executive Committee.

Because people with concerns are more comfortable coming to local equity officers with their issues, our committee has four designated EDI Officers representing the four Divisions of the DRC; they, and the Chair and Co-Chair, will serve as primary contacts who can connect faculty who have concerns and help connect them as necessary to resources at McGill University. Similarly, the committee included 3 Trainee Members who will serve to support the students and postdoctoral researchers working at the Douglas and connect them as necessary with resource at McGill University. Training, information and other support would be provided to the committee by the office of the Associate Provost Equity and Academic Policies.

Responsibilities

The committee will stay informed about EDI initiatives and policies at the University level and will:

- Help identify EDI gaps
- Conduct surveys with the support of the DRC Executive
- Help develop an EDI Action Plan with the support of the DRC Executive
- Provide input on how to integrate EDI best practices into standard workflows
- Host EDI-related educational events at the Douglas Research Centre