



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

### TERMS OF REFERENCE

#### Purpose

The Respect, Equity, Diversity and Inclusion Committee (REDI) has a mandate of reviewing current curriculum, teaching, mentoring, faculty & staff hiring and operational and research practices for racial, gender and other biases, and to develop and deploy 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, proposed initiatives and prioritize 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 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.
- d) Encourage, support and provide resources for the development of projects that promote REDI in the School.
- e) Track diversity in School activities including recruitment, teaching, research, scholarships and awards, and promotion.
- f) Review policies and procedures in the School and recommend actions for improvement of REDI.
- g) Enhance equity training available for students, faculty, and staff.

#### Membership

The Director of the School appoints all members of the committee. The Director 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. Committee membership is a minimum of one-year appointment. To maintain continuity for each stakeholder group (Faculty, Staff & Student), at least one member will serve a two-year term. No member will serve more



than two continuous years. The committee will have at least two representatives of the following communities in the School:

- a) Faculty
- b) Staff
- c) Graduate students, postdoctoral scholars and research associates
- d) Undergraduate students
- e) External partners or stakeholders

### **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.