

The Pharmaceutical Sciences Equity Diversity and Inclusion (PharmSci EDI) Committee

Terms of Reference

<p>1. <i>Purpose</i></p>	<p>The <u>Pharmaceutical Sciences Equity Diversity and Inclusion</u> (PharmSci EDI) Committee will work locally in the Faculty of Pharmaceutical Sciences to promote a community in which human rights are respected and equity is embedded in all areas of the academic and work environment.</p> <p>This is accomplished by facilitating access to campus-wide organizations and resources such as the Equity and Inclusion Office, Graduate Student Society (GSS), Alma Mater Society (AMS), Ombudsperson and, Sexual Violence Prevention and Response (SVPRO); and by striving to be ambassadors of equity and inclusion.</p>
<p>2. <i>Co-Chair</i></p>	<p>The Co-Chairs (2) will be appointed by the Dean, in consultation with the PharmSci EDI Committee. It is strongly recommended that one of Co-Chairs is a faculty member.</p>
<p>3. <i>Membership</i></p>	<p>This committee is made up of 12-16 appointed and elected members, all voting members. Members shall serve a one-year term and are eligible for renewal. A commitment to equitable and diverse membership guides the nomination and selection process for this committee.</p> <p>Appointed Members, selected by the Dean</p> <ul style="list-style-type: none">• Co-Chairs (2) <p>Elected Members</p> <ul style="list-style-type: none">• Committee Coordinator/Scribe (1)• Finance Manager (1)• Resource Coordinators (3)• Evaluation (3)• Communications (2)• General Committee Members (up to 4) <p>Guests may be invited to join specific meetings or portions of specific meetings at the discretion of the Co-Chairs.</p>
<p>4. <i>Appointment Process</i></p>	<p>A commitment to equitable and diverse membership guides the nomination and selection process for this committee.</p> <p>Appointed members are appointed by the Dean, in consultation with the PharmSci EDI Committee. It is recommended that these appointments be filled by members that have served at least one year on the committee.</p>

	<p>Elected members are elected by their peers through an annual process initiated by the Director, Human Resources.</p> <p>The PharmSci EDI Committee will strive for representation across appointment categories, including:</p> <ul style="list-style-type: none"> • Faculty Members • Staff (Research and Administrative) • Trainees (Postdoctoral Fellows and Graduate Students) • PharmD Students • Undergraduate Students <p>The PharmSci EDI Committee will aim to have a balance of people representing varying expertise and perspective, as well as lived experience. This involves seeking participation from those who have been traditionally under-represented, including:</p> <ul style="list-style-type: none"> • Women • Persons with disabilities • Indigenous people • Racialized people/Visible minorities • Ethnic minorities • LGBTTT2SQ* (Sexual Orientation and Gender Identity Minorities)
5. <i>Meetings</i>	Meetings are typically held every month. Meetings of the PharmSci EDI Committee are scheduled at the call of the Co-Chairs, as business arises, with a minimum of one (1) week of notice.
6. <i>Committee Coordinator</i>	Every year, the committee will appoint one member to the role of Committee Coordinator. This individual will be responsible for preparing and distributing meeting minutes.
7. <i>Quorum & Decision Making Process</i>	Committee recommendations are determined by simple majority of those present (>50%). Therefore, a tie vote is a negative recommendation.
8. <i>Lines of Accountability & Communication</i>	The PharmSci EDI Committee is accountable to the Dean of the Faculty of Pharmaceutical Sciences.
9. <i>Responsibilities</i>	<p>Members of the PharmSci EDI Committee will act as ambassadors of equity, inclusion, and diversity. Our goals are:</p> <ul style="list-style-type: none"> • To highlight the equity, diversity, and inclusive culture that is present in the Faculty. To foster this and enhance it with further discussion, celebration, and support.

	<ul style="list-style-type: none"> • To grow our understanding and address potential issues that come with an evolving world and the challenges related to equity, inclusion, and diversity. • To increase Faculty awareness of the University’s discrimination and harassment policies, and issues related to equity and inclusion, and human rights. <p>Committee members will be educated on the on-campus resources that are related to equity and inclusion, but will defer any issues/incidents/cases to the UBC Equity and Inclusion office. Managing or resolving issues related to equity and inclusion are beyond the mandate of this committee and its members.</p>
<p><i>10. TOR Approval & Dates</i></p>	<p>The Dean of the Faculty of Pharmaceutical Sciences approved the Terms of Reference of the PharmSci EDI Committee on_____. These terms were ratified by the Senior Management Team on _____.</p>