Department of Agricultural, Food and Nutritional Science
Equity, Diversity, and Inclusion (EDI) Committee

Faculty of Agricultural, Life, and Environmental Sciences
College of Natural and Applied Sciences
University of Alberta

Purpose

The Equity, Diversity and Inclusion (EDI) committee aims to promote diversity in the processes of recruitment, retention, promotion, and recognition across all faculty, staff, and students, ensures an inclusive environment, and champions equity within the department, faculty, and university. Although such an environment is a shared responsibility of all members of the department and requires their continuous commitment, the Committee was created to coordinate departmental efforts. Using its shared experience and expertise, the Committee will identify EDI-related issues, propose and prioritize initiatives, and monitor the efficiency of these efforts. The Committee will also be involved in raising awareness of EDI issues in the Department of Agricultural, Food and Nutritional Science.

Aims

The Committee aims to:

- Work with the Department Chair and Faculty or College EDI representatives to ensure equity of opportunities, working practices, and policies that comply with the policies of University of Alberta.
- Attain awareness of EDI issues within the Department and advise the Department Chair on EDI matters.
- Establish a culture of participation and inclusivity, where all faculty, staff, and students feel valued.
- Review regularly data related to various practices in the department to develop an *Action Plan* for applying positive changes.

Specific Objectives

1. To identify EDI gaps in the Department, formulate and prioritize objectives and review progress.
2. To propose the implementation of EDI initiatives and activities for faculty, staff, and students.
3. To evaluate the impact of policies, procedures and processes in the Department, identify remaining gaps and recommend relevant actions.
4. To support the department in becoming an example of EDI at the Faculty, College, and University level.
5. To promote the involvement and interaction of a diverse range of faculty, staff, and students in departmental operations.

6. To participate and work with other committees in the department to ensure EDI is embedded within all matters.

Roles and responsibilities

Equity, diversity and inclusion are the responsibility of all members of the department. The role of the EDI Committee is to raise awareness, to advise, initiate, and facilitate change to the culture, environment and working practices of the Department.

The Committee meets on an average monthly or as needed basis (minimum of 6 meetings/year) and is chaired by a member of academic staff. Members of EDI Committee include the Chair of the Department, a number of faculty, staff, postdocs, and graduate students from a range of different roles and experiences as well as an undergraduate student representative.

It may be necessary to establish sub-teams in specific EDI areas as required.

Activities are communicated to faculty, staff, and students using several approaches which include a dedicated website , as part of the new hire induction process and through a standing item at Department Council. Communication with the College and University EDI via a representative on the Faculty EDI committee.

Members of the EDI Committee are responsible for:

- Providing the committee with their views and expertise to make informed recommendations
- Leading/undertaking various EDI initiatives
- Being aware of EDI issues
- Promoting and supporting organizational and cultural changes
- Communicating and embedding EDI practices into all departmental meetings/committees/events that they participate in

Membership

- Committee Chair or Co-Chairs (Faculty member(s))
- At least one Faculty member from each departmental division
- At least one graduate student and postdoctoral fellow.
- Strive to have one staff member and one undergraduate student
- The Department Chair (*ex officio*)

The Committee will recruit additional members as needed. Departmental members are welcome to join the committee on a first come-first serve basis. All Faculty members are appointed for 1 year, renewable. Given the amount of work the Chair of the Committee will have, it is recommended they not serve as Chair for more than 2 years. The length of appointment for the undergraduate and graduate student and postdoctoral fellow members will depend on their availability (1-3 years). The Committee will meet as needed (minimum 6 meetings/year).

Resources

- AFNS and ALES allocates resources to the EDI via staff time within the workload model for at least the Chair and a member of administrative staff. Financial resources for all EDI activities will be available on reasonable request (considering overall Department financials).

Measures of Success

- A key measure of success is the satisfaction and wellbeing of staff and students, and evidence for increased diversity where groups are underrepresented. The EDI Committee will undertake regular reviews of both qualitative and quantitative data relating to EDI and staff and student satisfaction in the department.
- In addition, feedback both from applications for relevant awards and informally from department members is examined to inform future actions. Further feedback from members of the department is collected at open departmental meetings hosted by the Chair of Department or through confidential surveys.