Department of Psychology

Faculty of Arts (College of Social Sciences and Humanities)
Faculty of Science (College of Natural and Applied Sciences)

Terms of Reference[1]
Psychology Equity, Diversity, and Inclusion (EDI) Committee

I. Definitions

The key terms that have been used consistently throughout this document are:

1. *Department* is the department of Psychology at University of Alberta.
2. *Department Chair* refers to the chair of Psychology.
3. *Committee* is the Psychology EDI Committee.
4. *Committee Chair* is the chair of the Psychology EDI Committee.
5. *University* means the University of Alberta.
6. *FoA* refers to the Faculty of Arts at University of Alberta.
7. *FoS* refers to the Faculty of Science at University of Alberta.
8. *Equity* is defined by the University as fairness in access to education and employment and in the opportunity to succeed in these domains.
9. *Diversity* is defined by the University as difference or variety ... [D]iversity refers to demographic or identity diversity, including that based on the protected grounds. Within universities, diversity encompasses these, as well as difference or variety in education, perspectives, opinions, heuristics, disciplines, faculties, skills, and learning opportunities.
10. *Inclusion* is defined by the University as valuing and cultivating full and meaningful engagement of historically and structurally excluded individuals and groups. Inclusion refers to enabling all individuals on our campuses to fully enjoy the opportunities the University has to offer, and to have all equity-seeking groups meaningfully represented in all aspects of University life and decision-making roles University-wide.
11. *Discrimination* is a distinction, whether or not intentional, based on a characteristic or perceived characteristic referenced in the protected grounds that has the effect of imposing on an individual or group of individuals burdens, obligations or disadvantages that are not imposed on others, or of withholding or limiting access to opportunities, benefits and advantages available to other individuals in society.
12. *Protected grounds* refer to race, colour, ancestry, place of origin, religious beliefs, gender, gender expression and gender identity, physical disability, mental disability, marital status, family status, source of income, sexual orientation, age, political beliefs (from the U of A Policies and Procedures On-Line, Duty to Accommodate).

References:
- https://www.ualberta.ca/equity-diversity-inclusivity/about/strategic-plan-for-edi/our-edi-principles.html
- https://albertahumanrights.ab.ca/publications/bulletins_sheets_booklets/sheets/history_and_info/Pages/protected_areas_grounds.aspx
- https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Duty-to-Accommodate-Procedure.pdf

[1] To be revised and communicated to all interested parties once a year.

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II. Context

Equity, Diversity, and Inclusivity (EDI) are central to the University's Institutional Strategic Plan, *For the Public Good (2016)*. Two years later, the University developed the 4-year *Strategic Plan for Equity, Diversity, and Inclusivity*, which aims to embed EDI into the culture of the University.

Engagement and equity, diversity and inclusivity are one of the five pillars in the FoS's *This is Science at UAlberta: Strategic Plan 2020-2025*. The office of the Dean in the FoA is committed to prioritizing Equity, Racial Justice, and Indigenous Initiatives throughout its work, and across all areas of student support, governance, research, teaching, community engagement, evaluation, recognition, and service.

In January 2021, the Psychology Equity, Diversity, and Inclusivity Working Group (PEDIWG) was formed to examine and reaffirm our commitment to EDI within the Department. The committee's goal is to promote diversity (in recruitment and retention) at faculty, staff, and student levels within the Department, ensure an inclusive environment for all members of the Department, as well as equitable access and opportunities for all the Department's members. The EDI Committee aims at enhancing EDI and combating discrimination in the Department.

III. Meeting Frequency

The Committee will regularly meet on at least a monthly basis. The Committee Chair can call for urgent meetings when/if needed. The Committee will report every two months to the Department Chair, and at least twice a year to the Department at large. The Committee will, as it sees fit, and particularly in cases where the Department Chair may be in a conflict of interest, meet for discussion and advice with the appropriate representative from either or both the FoS and/or the FoA.

IV. Responsibilities

Committee members will participate in meetings that will be used to share information, discuss EDI and (anti-)discrimination issues, and work together towards EDI and anti-discrimination initiatives. The issues that will be discussed at meetings include, but are not limited to, and in no particular order:

- Identify and track departmental demographics within different constituency groups (i.e., undergraduate students; graduate students; research staff, including post-doctoral fellows; faculty members, and administrative staff).
- Consult with equity-deserving groups/persons in the Department.
- Use department member feedback (as one source) to identify EDI gaps and develop an improvement plan. In particular, we will identify and address issues related to First Nations, Métis, and Inuit individuals, and respond to the Truth & Reconciliation Commission Calls to Action.
- Collect and disseminate (via website) EDI and anti-discrimination literature, training, and best practice resources.
- Develop a general Code of Conduct with a focus on EDI and anti-discrimination in the Department and encourage Departmental research groups to develop their own Code of Conduct.
- Identify opportunities to support and enhance EDI and combat discrimination in the Department.
- Review, as necessary, the impact of any policies, procedures and processes, to identify gaps that affect members of our Departmental community.
- Post the dates of past and future EDI committee meetings on the website.

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V. Membership

- The members of the Committee will represent the following groups: **graduate students** (two seats); **undergraduate students** (two seats); **postdoctoral fellows and research staff** (one seat); **support staff**, including non-based funded (two seats); **Academic Teaching Staff** (ATS) (two seats); **other academic staff** (including FSOs and APOs) (one seat), and **faculty members** regardless of tenure status (two seats) as the minimum committee composition.

- A faculty or ATS member will chair the Committee.

- Representatives for each group, including committee chair, will be selected as follows: (1) open seats will be advertised to the appropriate groups. (2) Interested candidates will self-nominate by submitting a short statement of interest. All eligible candidates will be considered. (3) The Committee will grant approval of candidates.

- The Committee will strive to have representation of the diversity in our Department and extended community.

- Faculty, ATS, FSO/APO, and Support Staff committee members will remain members for two years, possibly renewing for a third year in order to allow continuity of the Committee's work during member transitions. Student and postdoc committee members will remain members for one year (or until graduation), with the option of renewing for a second year. Open seats will be advertised at least two months before the end of term of the respective representatives. If members are unable to continue their term, then the seat becomes open, and the same election process described above will be followed for the open seats.

VI. Record of Meetings

The Committee will maintain records of its committee meetings in the form of meeting minutes. These records can be shared with the Department's Chairs Advisory Council, upon request.

VII. Methods of Operation

- Meetings will involve sharing of information.

- Guests may be invited to committee meetings as appropriate.

- Members express opinions openly and respectfully.

- The Committee decisions, plans, and recommendations are based on discussions among all the Committee members. At any point, a Committee member can make a motion for Committee members to officially vote on a particular decision or plan. The outcome will be based on a majority vote. In case of ties, the outcome chosen by the Committee Chair takes priority.

- Recommendations for policy and new directions will be brought to the Department Chair for approval, as required.