

## INTRODUCTION

Foundational to *Third Century Promise* is a commitment to excellence that is simultaneously and demonstrably inclusive. As an organization, we recognize that true institutional excellence is unattainable unless it is available and accessible to every member of our Dalhousie community and the communities we serve. We move into our *Third Century Promise* relentlessly striving to eliminate barriers to full participation, belonging and success, regardless of background or circumstance.

## ADVANCING THIS WORK THROUGH PAN-UNIVERSITY EDI COMMITTEES

Dalhousie is in the process of establishing six Pan-University Equity, Diversity & Inclusion (EDI) Committees, focusing on the following areas (see Appendix A for mandates of each committee):

1. Campus Climate
2. Community Engagement
3. Curriculum, Teaching & Learning
4. Research & Innovation
5. Recruitment, Retention & Promotion of Faculty, Staff & Administrators
6. Student Access & Success

Although each committee will be unique, they share the following mandate:

- Ensuring that Faculties, business units and departments collaborate, coordinate, and communicate openly and transparently, moving away from our existing siloed approach and focusing on our shared work and intended outcomes
- Sharing information, experiences, challenges, barriers, and best practices so that we can learn from each other and build capacity
- Planning and implementing various aspects of EDI so that they are institutionalized across campus, in all aspects and planning areas

## GUIDING PRINCIPLES

Each Pan-University Committee will ensure that their efforts across the university are:

- **Sustainable** - through an institution-wide and coordinated planning approach that will ensure consistent progress across all Faculties and units
- **Collaborative** - engage/empower stakeholders to feel invested in the success of committee outcomes
- **Aligned** - connecting planning efforts with resource allocation and clear measures of progress
- **Change-ready** – flexible in responding to a changing environment (successes and emerging challenges), allowing for adjustments when required (e.g., changes in membership, adjusting specific priorities, shifting resources, etc.)

## Pan-University EDI Committees

### Terms of Reference



#### MEMBERSHIP

- Each Committee will have between 10-15 members who are selected from across Faculties, non-academic units, student and faculty organizations/groups and caucuses.
- Membership terms will be for one, two or three years, except for student representatives, who may serve for a minimum of one year.
- A staggered rotation should be used to ensure that there is a sense of continuity and knowledge transfer among membership, for both new and continuing members on the Committee.
- Recognizing that EDI Committee mandates extend beyond the concerns of designated, under-represented groups, the Committees will strive to ensure that groups that have been traditionally marginalized (within Dalhousie and society) will have a voice by seeking diverse representation through the various Faculties and units.
- Membership will follow a transparent and accessible nomination and appointment process, with a position start date of September 2022.
- Each Committee will elect its own chair and co-chair from among its continuing members, as soon as possible after the Committee is constituted. The new chairs shall assume office immediately after the election and serve until a successor is elected by the Committee.
- Each Committee will be provided with administrative support.

#### ACCOUNTABILITY

##### Each Pan-University EDI Committee is accountable to work collaboratively to:

- Exchange information and determine priority recommendations regarding initiatives to enable equity, diversity, and inclusion across the university
- Work collaboratively with various stakeholders to facilitate progress and advancement on outcomes, ensuring that:
  - There is a coordinated approach to advance recommendations from various reports and strategies
  - Best practices are shared and broadly communicated across Dalhousie
  - Work from Faculty-level EDI Committees is integrated with broader university-wide initiatives
- Ensure alignment of Committee work with institutional priorities identified within *Third Century Promise*
- Develop key performance indicators (KPIs) and measures of success to understand the Committee's progress
- Ensure broad, inclusive opportunities for engagement and input across the university community
- Address special projects related to the mandate of each individual Committee
- Regularly report on progress to the Office of the Vice-Provost, Equity & Inclusion and the broader university community

#### DECISION MAKING

It is expected that decisions of the Pan-University EDI Committees will be by consensus. If consensus cannot be reached, decisions will be made by majority vote.

**Pan-University EDI Committees**  
**Terms of Reference**  
**COMMUNICATION**



- Each Pan-University Committee will identify and incorporate a communication approach (mode, platform, meeting style and frequency, etc.) to advancing work and sharing information and updates among team members and the Dalhousie community, as appropriate
- Committee meetings will normally take place bi-monthly but may be called by the chairs at other times, as needed (e.g. a minimum of twice per term).

**PROJECT MANAGEMENT**

Dalhousie's Office of Planning and Analytics (OPA) is available to support each Pan-University EDI Committee by:

- Assisting in developing and aligning processes, systems, and tools to support strategic integrated planning and advise on efficient and effective approaches for implementation
- Providing a variety of communication and reporting tools, including templates for creating a Project Charter, communicating progress, and briefing documents
- Providing support and advice that crosses VP portfolios, Faculties, and administrative units

## Pan-University EDI Committees

### Terms of Reference

#### Appendix A: Mandates of Pan-University EDI Committees



<b>Pan-University Committee</b>	<b>Mandate</b>
Curriculum, Teaching & Learning	The Curriculum, Teaching & Learning EDI Committee will share, discuss, and engage with underrepresented groups and make recommendations in relation to diversity in the curriculum, pedagogical approaches, experiential learning, study abroad programs, and other educational considerations.
Campus Climate	The Campus Climate EDI Committee will address campus climate challenges and successes to create a coordinated, collaborative, and communications approach related to EDI and campus climate.
Community Engagement	The Community Engagement EDI Committee will identify, review and recommend coordinated and collaborative educational and communications activities related to EDI and community engagement that Faculties, Units, and the Office of the Vice-Provost (EI) may engage in with public and private organizations, schools, other provincial universities, and communities.
Research & Innovation	The Research & Innovation EDI Committee will discuss current and emerging research project themes, methodologies, techniques, experiential learning, and other programs related to underrepresented populations and make recommendations for education and communications related to EDI research and innovation.
Recruitment, Retention & Promotion of Faculty, Staff & Administrators	The Recruitment, Retention & Promotion of Faculty, Staff & Administrators EDI Committee will discuss issues about EDI in the area of recruitment, retention, support, opportunities and promotion of underrepresented faculty, staff and administrators.
Student Access & Success	The Student Access & Success EDI Committee will share, discuss, and make recommendations (short, medium, and long-term) concerning policies, guidelines, best practices, and actions to increase underrepresented student access, opportunities, support, and success at Dalhousie University.