



Equity, Diversity, Inclusion and Decolonization (EDID) Steering Committee Terms of Reference

1. **Background**

Western Engineering creates, disseminates and applies knowledge for the benefit of society through excellence in teaching, research and scholarship. We aim at training our graduates to be global citizens whose education and leadership serve the public good and make an impact on complex global problems which requires a diversity of skills, ideas and talents.

In order to be a destination of choice for the world's brightest minds seeking the best learning and training experience at Western Engineering, we need to properly identify and address systemic barriers and biases, and provide equal access to opportunities and resources for all individuals, including undergraduate and graduate students, as well as staff and faculty members.

2. **Mandate**

Western Engineering EDID Steering Committee (henceforth 'the Committee') is established for developing high-level recommendations to Western Engineering Faculty Council (henceforth 'the Council') in creating and maintaining an inclusive and safe environment for all underrepresented groups (e.g., women, persons with disabilities, Indigenous Peoples, racialized minorities, individuals from the LGBTQ2+ community) at the Faculty. After the Council's approval, the recommendations will be directed to the appropriate governance committees for implementation.

The Committee is responsible for translating the principles and regulations on EDID into clear policies and action plans. The action plans should explicitly describe how the priorities and objectives have been identified and progressed, outcomes tracked and monitored, and risks managed.

The Committee works closely with its three Sub-committees on all matters of significance related to equity, diversity and inclusion issues that have and/or might have an impact on;

- Research and Graduate Education
- Undergraduate Education
- Inclusivity in the Faculty community at large

Western Engineering EDID Steering Committee is committed, through its Sub-Committees, to ensure that the impact and outcomes of the policies implemented and actions taken are accurately and constantly measured, monitored, and reported.



3. Key Responsibilities

The Committee:

- a. Develops an EDID Strategic Plan, including implementation and risk assessment plans, for Western Engineering.
- b. Provides a forum for the identification and consideration of equity and inclusion issues, aiming to enhance diversity.
- c. Builds an effective system that allows individuals to safely report their concerns and problems regarding EDID.
- d. Advises on EDID aspects in Western Engineering strategic, functional and operational plans and assists in developing broad position statements in this regard.
- e. Advises on the implications of Western Engineering EDID policies and measures and on responses to EDID initiatives by the University, Government and other external agencies.
- f. Ensures effective coordination between sub-committees.
- g. Provides an annual EDID report to the Council, which includes the measurements of agreed performance criteria.
- h. Ensures effective communication of its activities to all its relevant stakeholders, both internal and external.
- i. Addresses other equity matters as directed by the Council.

4. Membership

Western Engineering EDID Steering Committee is Co-chaired by one faculty member (elected by the Council) and one staff member (elected by the Western Engineering staff community). The initial appointment of one of the co-chairs will be for two years, and the other for one year to ensure consistency and knowledge transfer.

The sub-committees have open participation for anyone to join (faculty member, staff, student or postdoctoral researchers). Each sub-committee has 2 Co-Chairs from the Western Engineering community. The co-chairs are elected by the members of their respective subcommittees at the beginning of the academic year.

Membership of the EDID Steering Committee consists of:

- Faculty member (1) Co-Chair
- Staff member (1), Co-Chair
- Co-Chairs of the Sub-committee on Research and Graduate Education (2)
- Co-Chairs of the Sub-committee on Undergraduate Education (2)
- Co-Chairs of the Sub-committee on Inclusivity in the Faculty Community (2)
- Resource persons (2) – non-voting

The resource persons are selected by the Steering Committee Co-Chairs in consultation with subcommittees' Co-Chairs.



Western Engineering

The agenda and related material will be sent to Committee members prior to each meeting, a minimum of one week in advance, and the minutes of the meeting are taken and duly circulated at the next meeting for approval.

The Committee may request ad hoc representation from individuals with specialized expertise (e.g., EDID Specialist), at which time, said individuals may provide advice to the Committee and/or sit as observers at the invitation of the Co-Chairs.

5. **Conflict of Interest**

Members should not be in a position of direct or indirect personal or financial gain from their activities at the Committee. Conflicts of interest will be declared at every meeting. A member considered in real or potential conflict of interest shall declare this to the Co-Chairs and recuse themselves from that part of the meeting during which related matters are discussed and/or voted on. This should be recorded in the minutes of the meeting.

6. **Terms of Office**

Co-Chairs of the Steering Committee (2 years, staggered, renewable)

Co-Chairs of Sub-committees (1 year, renewable)

Resource persons (1 year, renewable)

7. **Meetings**

The Committee shall meet at least 4 times a year on a date set by the Co-Chairs. The agenda should be prepared by the Co-Chairs.

8. **Quorum**

A simple majority of members constitutes quorum for meetings of the Committee. Decisions will be made by consensus. If consensus is not forthcoming within a reasonable timeframe, the Co-Chairs may proceed with voting where a majority of members voting on the question. Each voting member has one (1) vote. In the case of a tied vote the Co-Chairs of the Committee shall be entitled to a second or casting vote.

9. **Recording Board Decisions**

A written record of the decisions arising at each meeting will be duly documented in official meeting minutes, which will be available for audit upon request.

EDID Steering Committee Terms of Reference Approval and Review History:

- The original ToR was approved by the Faculty Council on September 16, 2021.
- The revised ToR were approved by the Faculty Council on September 28, 2023.