



**EQUITY, DIVERSITY AND INCLUSION ADVISORY COUNCIL
TERMS OF REFERENCE**

1. PURPOSE

The Equity, Diversity and Inclusion Advisory Council (“Council”) will serve as an advisory body to the Vice Provost for Equity, Diversity and Inclusion (EDI) to assist and provide recommendations in fulfilling the advancement of key strategic priorities for EDI at the University of Lethbridge (“University”).

1.1 **DEFINITIONS¹** The following definitions and guiding principles will inform the approach of this Council.

1.2 **EQUITY**

The University is committed to creating a campus where all individuals are treated fairly and equitably. It recognizes that an equitable campus enables all people to participate, perform and engage in meaningful ways.

1.3 **DIVERSITY**

The University is committed to fostering an equitable space where the unique diversity dimensions, qualities and characteristics of its campus community are recognized and represented.

1.4 **INCLUSION**

The University is committed to fostering an environment that embraces, respects, accepts and lives the value of diversity. This is demonstrated where all campus members have access and can contribute to their fullest potential.

1.5 **BELONGING**

The University is committed to creating a safe and inclusive environment where all members of the campus community feel an authentic sense of belonging in a secure, supported and psychologically safe environment.

2. GUIDING PRINCIPLES

2.1 **SOCIAL JUSTICE**

At the University, we are committed to “social justice as both a process and a goal.” As a Council, we strive to ensure the full and equal participation of all committee members. “Social justice includes a vision of society in which the distribution of resources is equitable, and all members are psychologically and physically safe and secure.” (Bell, 2013, p. 21). ²

2.2 **COLLECTIVE RESPONSIBILITY**

The University views EDI as a collective responsibility and accountability. To achieve organizational change, especially, “in the context of racial equity work, accountability ensures that all individuals and communities hold themselves to their goals and actions and acknowledge the values and groups to which they are responsible. Accountability demands commitment.” ³

¹ Canadian Centre for Diversity and Inclusion (2022) Glossary of Terms: a reference tool.

<https://ccdi.ca/media/3150/ccdi-glossary-of-terms-eng.pdf>

² Bell, L. (2013). Theoretical foundations. In M. Adams, W.J. Blumenfeld, C. Castañeda, H.W. Hackman, M.L. Peters & X. Zúñiga. (Eds.), Readings for diversity and social justice. New York: Routledge.

³ Adapted from: Racial Equity Tools' Glossary. <https://www.racialequitytools.org/glossary>

⁴ Canadian Centre for Diversity and Inclusion (2022) Glossary of Terms: a reference tool.

<https://ccdi.ca/media/3150/ccdi-glossary-of-terms-eng.pdf>

2.3 TRUTH AND RECONCILIATION

The University commits to responding to the 94 Calls to Action by supporting reconciliation in meaningful ways through alignment of the EDI Advisory Council with the University of Lethbridge [Iniskim Governance framework](#).

2.4 ACCESSIBILITY

The University commits to creating accessible and inclusive spaces for the campus community informed under the principles of universal design and user-centered design. This is achieved by ensuring facilities, structures, programs, activities, resources and services are easily accessible for persons with a disability.

2.5 ANTIRACISM

The University commits to taking an antiracist lens in our approach to our work to actively identify and remove barriers by addressing systems and structures or policies and to work towards promotion of racial equality.

3. MEMBERSHIP

3.1 All members of the Council are acting in the best interests of the University and are not representing their respective portfolios. Each member will be integral to informing how best to learn from and consult with the University community.

3.2 Members will be selected by the President's Executive Council and self-nominations will be requested to serve on this council.

3.3 The following shall be constituting members of the EDI Advisory Council:

- Chair – Vice Provost, Equity, Diversity and Inclusion (1)
- Academic members (5)
- Non-academic members (5)
- Undergraduate Students (2)
- Graduate Students (2)
- Postdoctoral Fellow (1)
- Vice Provost Iniskim Indigenous Relations (1)
- International Office Representative (1)
- Vice Provost Students (1)
- Vice President Research (1)
- Vice President External & Alumni Relations (1)
- Vice President Finance (1)
- EDI Project Manager (resource) (1)
- EDI Special project assistant (resource) (1)

3.4 Criteria for Selection of members:

- Personal or professional knowledge, skills, experience or expertise working, teaching, researching and/or practicing in EDI space.
- Personal or lived experiences as a member of an equity deserving group.
- Demonstrated professional experience or commitment to EDI as allies, champions and advocates.

3.5 Other individuals may be invited by the Chair to attend any part of a meeting to provide information valuable to the Council for their consideration.

- 3.6 The Council will work towards ensuring a safe, inclusive, respectful and collegial working environment for all its members.

4. TERM

4.1. Membership to the Council will be for a three-year term starting July 1 and ending on June 30. Student representatives will serve a term of one year starting on May 1 and ending on April 30.

5. MEETINGS

- 5.1 The Council shall meet a minimum of four (4) times per year, with additional meetings at the request of the Chair based on emergent EDI priorities.
- 5.2 Quorum is 50% of members.
- 5.3 The Council will generally work based on consensus. If a vote is required, it will be based on the majority of the members. The Chair will cast a vote only in the case of determining a majority.
- 5.4 Minutes and agendas will be supported by the EDI team and provided a minimum of one week prior to meeting times.
- 5.5 Meetings will be held in hybrid format to ensure maximum participation of all committee members.
- 5.6 Participation in meetings is important and members should not miss more than two (2) meetings over the course of the year.
- 5.7 It is recommended that attendees are respectful and collegial to facilitate a safe space to share their ideas, thoughts and perspectives.

6. RESPONSIBILITIES

The duties of the Council include:

- 6.1 To provide advice, support and recommendations to the Vice Provost, Equity, Diversity and Inclusion, in embedding EDI priorities across the institution.
- 6.2 To support the operationalization of key strategic EDI initiatives that benefit and strengthen the University and the broader community.
- 6.3 To serve as EDI champions within their respective areas to support the advancement of overall EDI goals of the institution.
- 6.4 To review and provide advice on policy changes focused on Equity, Diversity, Inclusion, Belonging and Accessibility.
- 6.5 To support units in building their respective EDI strategies and plans.
- 6.6 To support in building the overall institutional capacity on EDI literacy and awareness.
- 6.7 To support the development of the University EDI network.
- 6.8 To provide recommendations on EDI data policy for the University.
- 6.9 To identify and make recommendations on emergent EDI issues across the institution.
- 6.10 To support the communication and outreach of EDI priorities, goals and strategies across campus and the broader community.
- 6.11 To participate in sub working groups in collaboration with the EDI team to develop tools and resources for the University community.

7. ACCOUNTABILITY AND REVIEW OF TERMS OF REFERENCE

During the first meeting of the year, the Council shall review and update the Terms of Reference and evaluate its yearly performance.

8. REPORT TO THE PRESIDENT

The Chair of the Council, in collaboration with the members, shall provide an annual report of projects to the President & Vice Chancellor of the University. Minutes, supporting schedules and information of the Council will be made available to the President and, by extension, the Board upon request.

9. OTHER MATTERS

- 9.1 The participation in this Council by academic members will be designated as service; non-academic member participation should be included as part of annual workplans. Student members will receive an honorarium for participation.
- 9.2 New members will be selected by President Executive Council through a process of self/peer nomination in an expression of interest.
- 9.3 The EDI team will provide onboarding and orientation for new and continuing members of the council to continue to build internal capacity.
- 9.4 The EDI Council, in the spirit of collaboration, commits to broad consultation to General Faculties Council (GFC), Statutory Deans' Council, all Employee groups, Student groups, members of equity-deserving groups and other key campus stakeholders.