

Institute for the Oceans and Fisheries (IOF)
Equity, Diversity and Wellbeing Committee (EDWC)

Terms of Reference

Preamble

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment.

The best possible environment for working, learning and living is one in which respect, civility, diversity, opportunity and inclusion are valued. Everyone at the University of British Columbia is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow UBC community members and the public in all University-related settings.

In the context of an academic community, responsibility for maintaining a respectful environment falls on all community members, including students, faculty, staff, and members of the public who participate in University-related activities.

From the UBC [Respectful Environment Statement](#)

The University of British Columbia continues to work towards cultivating and supporting wellbeing for faculty, staff, students and community members by embedding it into all that we do--from academics and operations, to programs, places and policies. The commitment to staff, faculty and student health is part of the broader university goal to lead globally and locally in sustainability and wellbeing across our campuses and communities and to lead as a first-choice place to learn and work (UBC Strategic Plan), as well as the UBC Focus on People strategy to develop a sustainable, healthy workplace.

Responsibilities

The Institute for the Oceans and Fisheries Equity, Diversity & Wellbeing Committee will

Work towards advancing and maintaining a healthy and respectful environment as concerns everyday workplace dynamics, teaching and learning, and research and scholarship in the Institute for the Oceans and Fisheries.

Educate IOF faculty, students and staff about wellbeing, diversity and equity.

Review and make recommendations to implement best practices for equity, diversity and wellbeing in workplace and learning environments.

Liaise with Human Resources, the Equity & Inclusion Office, the Sexual Violence Prevention and Response Office, the UBC Wellbeing Strategic Support Team and other committees and organizations related to equity, diversity and wellbeing.

Review and assess equity, diversity and wellbeing factors in IOF faculty, staff and student experiences. This would include but not be limited to recruitment, retention, academic progress, mentoring, supervising, and classroom environments.

Submit to the Director an annual report in the spring on its activities and recommendations for improvement of equity, diversity and wellbeing in the Institute for the Oceans and Fisheries.

Set priorities, activities, and goals at the last meeting of the year in line with the annual report. Those can be reviewed and revised in the first meeting of the new year based on feedback from the annual report and new faculty initiatives and concerns, such as

- Initiating projects to advance equity, diversity and wellbeing in the Institute for the Oceans and Fisheries.
- Coordinating activities on equity, diversity and wellbeing foci that relate to research, learning environments, career issues, and student experience recruitment.
- Educating on, promoting, and researching issues relating to equity, diversity and wellbeing.
- Providing supporting evidence for initiatives relating to equity, diversity and wellbeing.

Membership

Membership of the IOF Equity, Diversity & Wellbeing Committee is to include members appointed by the groups listed below. Some groups may wish to appoint more than two individuals to ensure representation at meetings, to cover for travel and other commitments, however it is recommended only 2 - 3 reps from every group attend each meeting to keep the working group smaller, more effective and agile.

- IOF Faculty
- IOF RAPD
- IOF Students
- IOF Staff

A Meeting Coordinator will support the activities of the Committee.

- Drafting of meeting minutes;
- Distributing materials and information to committee members between meetings;
- Arranging for wider distribution of action items to the IOF community;
- Record keeping;
- Other tasks as assigned by the Chair.

The Chair will be responsible for:

- Reporting to the IOF Faculty Meeting on a regular basis;
- Relying on a consensus model for decision making;
- Establishing working groups for the completion of activities and projects, and following up on progress;
- Setting the agenda for meetings.

IOF Equity, Diversity & Wellbeing Committee members will be responsible for:

- Attending and/or actively participating in meetings of the IOF Equity, Diversity & Wellness Committee
- Reporting to their constituent groups on projects, initiatives and progress,
- Chairing and/or actively participating in working groups,
- Securing the participation or input of members of the IOF Community.

Meetings

Normally the committee shall meet at least twice during each of the fall and winter sessions and once over the summer.

Reference Material

Committee members need to have a solid understanding of:

- [The UBC Statement on Respectful Environment for Students, Faculty and Staff](#)
- [Policy 2 – Employment Equity \(rev Jun 2018\)](#)
- [Policy 3 – Discrimination \(rev Apr 2019\)](#)
- [Policy 131 – Sexual Assault and other Sexual Misconduct \(Apr 2017\)](#)

Committee members should be familiar with:

- [Shaping UBC's Next Century: Strategic Plan 2018-2028](#)
- [Focus on People 2025 Framework \(rev 2019\)](#)
- [UBC Wellbeing Strategic Framework \(2019\)](#)
- [UBC Indigenous Strategic Plan \(2020\)](#)
- [Inclusion Action Plan \(in development\)](#)
- [Student Mental Health Strategy \(2013\)](#)
- [20-Year Sustainability Strategy \(2014\)](#)