

# Diversity, Equity, and Inclusion Committee Charter

## **Purpose, Authority and Responsibilities**

As written in the COM Bylaws, the charge of the Diversity, Equity, and Inclusion (DEI) Committee is to: (1) Develop policies and procedures for the College of Medicine that are designed to foster an environment conducive to achieving inclusive excellence, (2) contribute to the development, implementation, and monitoring of a strategic plan designed to enhance the principles of diversity, equity, and inclusion, throughout the College of Medicine, (3) assess, monitor, and provide recommendations to the Faculty Council to improve the climate of diversity, equity, and inclusion within the College of Medicine and the greater campus community and (4) notify and seek feedback from the Faculty Council regarding significant changes to policies and procedures.

## **Membership**

The voting membership of the Diversity, Equity, and Inclusion Committee is as follows:

- Elected members of the General Faculty (N=12)
- Medical Student Representatives (4)
- Resident/Fellow Representatives (4)
- College of Medicine Staff Members (4)
- Associate Dean of Diversity, Equity, and Inclusion (1)
- Assistant Dean for DEI Student Programs (1)
- Assistant Dean for DEI Education Programs (1)
- Director of Medical Pathway Programs (1)
- Director of the Community Collaborative Academy (1)

The election process and terms of membership for the General Faculty are outlined in the College of Medicine (COM) Bylaws. Elected members of the General Faculty must come from both basic science and clinical departments.

The medical student representative will be the elected DEI chair of the M2, M3, and M4 classes and an MD/PhD student in the PhD portion of their training elected by the MD/PhD cohort. The elected M1 DEI chair will be invited to attend the meetings as a non-voting member to familiarize themselves with the committee in anticipation of their upcoming role as a voting member.

The resident/fellow members will serve for up to 2 years and will be selected by the Associate Dean for Graduate Medical Education (GME) and the GME DEI Committee and the house officers' association after a call out to all house officers to submit their name and statement of interest for the role.

Staff Members representatives will include at least 1 post doc and 1 representative from research, clinical service and education. Staff will serve for up to 2 consecutive years renewable once and will be invited to submit their name and statement of intent. Applications will be voted on by the voting members of the DEI committee.

Administrative leaders, departmental DEI leaders, and support personnel within the COM and campus community leaders such as the Assistant Vice Chancellor of Inclusion can be invited by the Associate Dean for Diversity, Equity, and Inclusion and to participate in meetings as non-voting members.

### **Leadership**

The Committee will have a Chair and Vice-chair, and each may serve terms of extended length of service as allowed by the COM Bylaws. The Associate Dean for Diversity, Equity, and Inclusion will accept nominations for the Chair and Vice-chair of the Committee. The Associate Dean will then vet the candidates who were nominated and present a slate, with recommendations, to the Committee for consideration. From this slate, a Chair and Vice-chair will be elected by the voting members of the committee for a one-year term (renewable up the three years). The Chair and Vice-chair must be a current member of the Committee and have been elected to that position by the General Faculty. The Vice-chair can serve as Chair if that individual is temporarily unable to lead.

### **Meetings**

Meetings will be scheduled at least quarterly and we may meet more frequently, or cancel meetings, as needed. Committee meetings may be conducted electronically, virtually, or in person. Meetings may be called by the Chair or by a majority of voting members of the committee. A quorum for a meeting is 60% of voting committee members with the majority of those present being elected members of the General Faculty. Medical student and resident/fellow attendance does not count towards a quorum.

### **Operating Procedures**

The Committee may establish internal operating procedures/policies and sub-committees/taskforces consisting of members of the full committee, involve other members of the campus community, and other stakeholders to achieve its stated charge.

## **Agenda, Minutes, and Reports**

The College of Medicine Dean's Office will provide administrative support for the Committee. The Chair and/or Vice-chair are responsible for developing the agenda and ensuring the completion of minutes for the meeting. Meeting minutes should be forwarded to the Dean for review. The Chair will report the activities of the Committee to the General Faculty at least on an annual basis.

## **Amendments**

Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification.

Approved by the DEI Committee: December 12, 2023

Approved by Faculty Council: January 12, 2024