Equity, Diversity, Inclusion and Indigenization Facilitation Committee
Queen’s Department of Physics, Engineering Physics and Astronomy

TERMS OF REFERENCE

Mandate/Purpose: To help the department reach a fully equitable, diverse and inclusive community, as demonstrated by data as well as a critical analysis of the data.

Stakeholders:

Department faculty, staff, graduate students, postdoctoral researchers, and physics and engineering physics undergraduate students. This includes the department leadership team, as well as its committees/working groups, undergraduate physics/engineering physics Department Student Council (DSC) and Graduate Physics Society.

Scope & Responsibilities:

- To endeavour to create safe places for the sharing of ideas and perspectives from all members of the department regarding issues related to EDI.
- Data gathering – within the department – to establish baseline data, and subsequently to evaluate progress in key EDI areas. As part of this data gathering the results, analysis methods and conclusions drawn will be communicated to the stakeholders in a timely manner, to the extent that this ensures confidentiality of everyone who provided data.
- Collect, organize, and disseminate EDI-related information and resources for the purpose of EDI education of, and for, our stakeholders.
- To work with stakeholders to reach a common understanding of problems and to define what success looks like, and an action plan to work towards that success.
- To prioritize what barriers to EDI the department will focus on to support stakeholders.
- To support and facilitate EDI activities in the department.
- Liaise as required, with EDI-promoting bodies external to the department (university and external to the university). This could include collaboration with the Human Rights and Equity Office, other department and faculty EDI committees, the McDonald Institute, the Ontario NSERC Chair for Women in Science and Engineering, and the Canadian Association of Physicists.
- To report back to the department in October and June regarding efforts within the department to move toward reaching a fully equitable, diverse and inclusive community.

Committee membership:

Representatives from each of the stakeholders in the department, including two faculty representatives, staff representative, graduate student representative, 2 undergraduate student representatives (FAS, FEAS). A PDF and McDonald Institute representative are also encouraged, if
available. As much as possible, we strive for equitable representation including allies. The chair of the committee meetings will rotate through all members comfortable with taking on the role.