

Psychology EDI Support Committee (SC) Guidelines

Developed 04.07.21 by Sari van Anders

The purpose of the SC is to assist the EDI committee with the implementation of tasks, to answer questions that might arise for the EDI Committee, and to offer advice on needs in the community.

The EDI Committee Chair will solicit EDI SC members twice per year by emailing department members (faculty, staff, grad students, undergrads, and others). This will ask applicants to provide:

- Their name and email address;
- A brief note outlining why they want to join the EDI-SC and what you hope to achieve as a member of the committee (1-4 sentences is fine!);
- Any skills or interests that the EDI Committee should know about (e.g., they love lit searches; they have a passion for teaching; they are a member of and/or involved in specific equity-seeking groups, etc.).

The EDI Chair will maintain an excel file with EDI SC members that includes their name, email, and any special interests/skills. This will also include a list of any past, present, or upcoming tasks. And, it will include any tasks agreed to but not completed, or any issues.

The EDI Chair will also maintain a Teams Channel that has all members on it.

As needs arise, the EDI Committee will solicit support on a task either from anyone on the SC committee via the Teams Channel or directly to a specific EDI-SC member if they have specific and/or relevant skills/abilities/locations. This will include a description of the task and a deadline (and whether the deadline is hard or flexible). If an EDI-SC member agrees to a task but does not complete it by the timeline provided, the EDI Committee member will contact them again to check in. If possible and helpful, the timeline will be altered. If not, or if the EDI-SC member still does not complete their task, the EDI Committee member will do it themselves or, if there is time, ask another EDI-SC member. The EDI Committee member will communicate this to the EDI Committee Chair.

At the discretion of the EDI Chair and one other EDI Committee member, if an EDI-SC member is not able to complete tasks they agreed to more than once, or other issues arise, they may be thanked for their time and removed from the list.