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## Equity, Diversity & Inclusion at Tanz Centre for Research in Neurodegenerative Diseases (EDI@T) Committee

### Terms of Reference

#### Land Acknowledgement

We acknowledge the land on which the Tanz Centre for Research in Neurodegenerative Diseases at the University of Toronto operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississauga's of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

#### TEDI Statement

The Tanz Centre for Research in Neurodegenerative Diseases at the University of Toronto is committed to the principles of diversity, inclusion and equity in all that we do<sup>1</sup>.

This includes:

- recruiting and retaining learners, staff and faculty that reflect the diversity of Canadian society,
- creating, supporting and maintaining a learning and working environment that is free from discrimination, harassment, intimidation, bullying and disrespectful behavior, and
- assuring that our programs and curricula prepare our members to meet the needs of the diverse communities they will serve in their careers in Canada and around the world.

#### Type of Committee

The TEDI committee is an advocacy committee.

#### Purpose of the Committee

The purpose of the TEDI Committee is to discuss and address issues related to EDI within the centre. While an equitable, diverse and inclusive environment is a shared responsibility of all Tanz faculty, staff and learners, the committee was formed to coordinate efforts. Using its shared expertise and experience, the committee will identify EDI-related issues at the Tanz, propose initiatives and monitor the effectiveness of these efforts.

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The committee will

- keep up to date with EDI issues and research at large,
- raise awareness of the importance of inclusion, diversity and equity in the Tanz centre,
- identify EDI gaps, formulate and prioritize objectives, and develop initiatives to address these concerns,
- communicate and embed EDI practices in the Tanz culture, including in activities, educational programs, and procedures (i.e., meetings, committees and events),
- inspire and advocate for cultural changes at Tanz where needed,
- monitor and report on the effectiveness of efforts related to EDI, and evaluate and alter its objectives as required. Serve as a local resource for EDI-related questions and concerns at the Tanz

### **Committee Membership**

- The TEDI committee should be composed of about 10 members.
- The optimal size of any working group of the TEDI committee established to address a specific project should be about 3 individuals.
- The committee should be made up of faculty, research and administrative staff, and students, and reflect all types of diversity within the centre including sex-balance, cultural diversity, educational background, work location, and career position.
- Research staff will include Research Associates, Research Technologists and other Lab Personnel.
- The committee will recruit additional members to maintain the above demographics as well as ensure representation of all specialties within Tanz.

Composition of the TEDI committee will be approximately as follows:

	Number
Faculty	1
Students	
Undergraduate	1
Graduate (MSc, MHSc, PhD)	2
Postgraduate	2
Research staff	3
Administrative staff	1

## Committee Member Terms, Selection Criteria, and Responsibilities

<b>TEDI Committee Chair</b>	
Selection	<ul style="list-style-type: none"> <li>• By Tanz Director</li> </ul>
Term length	<ul style="list-style-type: none"> <li>• 3 years with an option for one term renewal</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• To monitor and promote inclusion, diversity and equity in the Tanz</li> <li>• To chair TEDI meetings</li> <li>• Organize Project Teams to develop and oversee initiatives as needed</li> </ul>
<b>TEDI Committee Members</b>	
Recruitment and selection	<ul style="list-style-type: none"> <li>• Any member of the Tanz CRND can be a member of the TEDI committee.</li> <li>• Individuals can be self-nominated or nominated to join the committee.</li> <li>• Any member of the Tanz CRND can nominate any other member of the centre</li> <li>• The TEDI committee can suggest individuals for invitation.</li> <li>• The TEDI Committee can recruit additional members to maintain diversity of membership.</li> <li>• The TEDI chair is responsible for inviting members to join the committee</li> </ul>
Term length	<ul style="list-style-type: none"> <li>• General membership: 2-year term, renewable indefinitely</li> <li>• Student membership: 1-year term, renewable indefinitely</li> <li>• Terms of membership will be staggered where possible to ensure knowledge is maintained and knowledge transfer can happen</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• To participate in TEDI meetings and project working groups on a regular basis</li> <li>• To participate in at least one TEDI project</li> <li>• To contribute their diverse experiences and knowledge to promote the goals of TEDI.</li> <li>• To function as an EDI ambassador to their constituencies</li> </ul>

- Committee membership will be reviewed to ensure that it represents the diversity of the Department, University, and Community.

### Reporting Structure

- The Chair of the TEDI Committee will report to the Tanz Executive quarterly
- Initiatives proposed by the TEDI committee will be communicated to the Tanz community through e-mail, newsletters, the Tanz weekly seminar and the Tanz website.

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## Meetings

- The TEDI Committee will meet monthly and additional meetings may be called by the Chair on an ad hoc basis.
- Agenda, which is set by the Chair, with suggestions from the committee, and meeting materials, when appropriate, will be distributed in advance of the meetings.
- Reports or presentation materials should be communicated to the Chair 2-3 days in advance of the meetings.
- Meeting materials will be distributed in advance of the meetings.
- Meetings may be in-person, via telephone conference call and/or other methods as deemed practical by the Chair.
- 50% of the members will constitute quorum.
- Minutes will be taken at each meeting and circulated in advance for approval at the following meeting.

## Recognition

- The commitments of the membership of TEDI will be recognized through publications of their names on the Tanz website.

## Review and Amendments

- The Terms of Reference for this committee will be reviewed annually and amended as needed.

## Acknowledgements

TEDI would like to acknowledge the University of Toronto Department of Laboratory Medicine and Pathobiology Wellness, Inclusion, Diversity and Equity committee for providing materials to support the drafting of these terms of reference (<https://lmp.utoronto.ca/our-committee-wide>)

## References

1. T-EDI follows the definitions of equity, diversity, and inclusion as written in the Department of Laboratory Medicine & Pathobiology's "Guidelines: Incorporation of Equity, Diversity, and Inclusion Principles and Practices in Department of Laboratory Medicine & Pathobiology Committees" (<https://lmp.utoronto.ca/our-committee-wide>)