CALL FOR NOMINATION PACKAGE

FOR

EQUITY, DIVERSITY, AND INCLUSION COMMITTEE
FREQUENTLY ASKED QUESTIONS
RELATED TO
THE EQUITY, DIVERSITY, AND INCLUSION COMMITTEE

To assist nominees with the Call for Nomination form, the following text offers additional information. For requests for more details not found in this document, please contact Grase Kim, Director, Office of the Dean, at grase.kim@utoronto.ca.

Who is part of the EDI Working Group involved in selecting EDI committee members?
The EDI Working Group is comprised of individuals who reflect groups to be represented on the EDI Committee (i.e., faculty, staff, alumni, students, and clinical partners).
The EDI Working Group members are:
- Assistant Professor Earl Nowgesic, RN, PhD, FCAN (Status Only Faculty)
- Assistant Professor Shan Mohammed, RN, PhD (Teaching Stream Faculty)
- Aman Sium, Director, Client and Family Integrated Care, Holland Bloorview (Clinical Partner)
- Amie Archibald-Varley, RN, MN (Alumnus)
- Ashley Ahuja, RN and currently enrolled in MN NP-Adult (Graduate Student)
- Chantal Campbell, RN and currently enrolled in MN HSLA (Graduate Student)
- Jeneka Navaranjan, currently enrolled in BScN (Undergraduate Student)
- Neena Sharad, currently enrolled in BScN (Undergraduate Student)
- Lesley Mak, Assistant Dean and Registrar (Administrative Staff)
- Professor Linda Johnston, PhD, FEANS, FCAHS FAAN, Dean (Ex Officio Member)
- Grase Kim, Director, Office of the Dean (Administrative Support)

Can people nominate themselves?
Members of Bloomberg Faculty of Nursing’s community of students, faculty, staff, alumni, clinical partners, and nurse leaders who share social justice and equity goals can nominate themselves to participate in the EDI Committee.

Can members of the EDI Working Group be members of the EDI Committee?
Members of the EDI Working Group can be nominated to be on the EDI Committee. However, those who are interested will not be able to review their own application.
Why does the call for nomination form ask for personal demographic information?

It is important that the members of the EDI Committee represent the diverse people and perspectives that make up our Bloomberg Faculty of Nursing community. We especially want to invite those who are from groups that have historically faced obstacles in the profession of nursing and society to apply. To this end, we need to ask some personal demographic questions. While these questions will help us ensure that membership is diverse, balanced, and reflects our constituents of students, faculty, staff, alumni, clinical partners, and nurse leaders, this does not preclude individuals who have not historically faced obstacles to be selected to join the EDI Committee. We appreciate that some of these questions may cause discomfort or may be difficult to answer. We also appreciate that advancing EDI work requires ongoing self-reflection, growth and emotional fortitude. If you have any concerns about sharing demographic data about yourself, we encourage you to contact Grase Kim, Director, Office of the Dean, at grase.kim@utoronto.ca to explore alternative arrangements.

Where will completed application forms be stored? What else, if anything, will be done with this information?

All information shared in the application form will be confidential and will be stored as an electronic file in a secure online environment on the UofT server. The details you disclose in your application will only be shared with members of the EDI Working Group for the purpose of selecting members of the EDI Committee. Following selection of the EDI Committee members, only contact information for the selected candidates will be kept. All other information will be destroyed.

What investment of time is required by general members?

Since the EDI Committee is new, we can only provide an approximation of the time commitment, which may change over time. While the amount of time may vary throughout the academic year, meetings generally will be scheduled for one hour on a monthly basis. Additional time to review materials prior to meetings may involve 1-2 hours per month. General members are encouraged to participate further based on their time and interest.

Can I be a Co-Chair?

One faculty or staff member of Bloomberg Faculty of Nursing and one student (graduate or undergraduate) shall act as Co-Chairs of the Committee. Those who wish to be considered as one of the Co-Chairs can indicate this on their nomination form.

When does this EDI Committee start to meet?

It is anticipated that members of the EDI Committee will be selected at the end of June 2021 and will begin to meet at the start of the academic year (September 2021) as a standing committee for the Bloomberg Faculty of Nursing’s Faculty Council.
Will EDI Committee student members be compensated for their time?

Students appointed to the EDI Committee will receive financial compensation in the form of an honorarium payment and formal acknowledgement on their co-curricular record.

How does the EDI Committee fit into the Faculty of Nursing’s governance structure?

Through its co-chairs, the EDI Committee will report directly to the Faculty of Nursing’s Faculty Council as a standing committee. The EDI committee would bring recommendations forward to Faculty Council for consideration.
CALL FOR NOMINATION FORM
EQUITY, DIVERSITY, AND INCLUSION COMMITTEE

Preamble

In 2020, Dean Johnston and the two Nursing student councils – the Nursing Undergraduate Society (NUS) and the Graduate Nurses’ Student Society (GNSS) – each issued their own anti-racism statement denouncing anti-Black and all other forms of racism and prejudice. While there is much work ahead to dismantle systemic barriers, the University of Toronto and the Lawrence S. Bloomberg Faculty of Nursing have engaged over the last year in on-going consultations and communications to consider issues of equity, diversity and inclusion (EDI). More specifically, the Bloomberg Faculty of Nursing has hosted a series of town halls, meetings with an external anti-racism consultant who specializes in racism and equity in the education, and Indigenous cultural competency training sessions. Following the advice and guidance of UofT’s Anti-Racism and Cultural Diversity Office (ARCDO), the Bloomberg Faculty of Nursing formed an EDI Working Group to establish a new EDI standing committee reporting to Faculty Council. Members of the EDI Committee will include students, faculty, staff, alumni, and clinical partners. The EDI Committee will address existing Faculty of Nursing policies, processes and practices to promote inclusive excellence. The EDI Committee’s efforts will also align with the broader University’s work to combat anti-Black racism as well as to advance the University’s calls to action for the Truth and Reconciliation Commission of Canada. Indigenous Peoples (i.e., First Nations, Métis, and Inuit) are rights-holding as First Peoples of Canada. The Committee will be informed by a number of resource documents, including:

- University of Toronto’s Truth and Reconciliation Commission Steering Committee Final Report
- University of Toronto’s Truth and Reconciliation Commission Steering Committee Calls for Action Report
- University of Toronto’s Governing Council Statement on Equity, Diversity, and Excellence
- University of Toronto’s Anti-Black Racism Task Force Final Report
- Scarborough National Charter on Anti-Black Racism and Black Inclusion in Canadian Higher Education
- Canadian Association of Schools of Nursing (CASN) Anti-Racism Statement
- Canadian Association of Schools of Nursing (CASN) Framework of Strategies for Nursing Education to Respond to the Calls to Action of Canada’s Truth and Reconciliation Commission

What is the EDI Committee?

The Lawrence S. Bloomberg Faculty of Nursing’s EDI Committee is responsible for supporting the Faculty’s commitment to reconciliation, anti-discrimination, and belonging. Social justice is part of the Faculty’s set of organizational values and central to the aim of nursing practice. This Committee functions in an advisory capacity to amplify the diverse voices of those who have historically faced obstacles in the profession of nursing and society. The EDI Committee will also work to review and prioritize activities for the successful achievement of the short-, mid-, and long-term goals identified in its annual report. Through its co-chairs, the EDI Committee will report directly to the Faculty of Nursing’s Faculty Council as a standing committee. The EDI committee would bring recommendations forward to Faculty Council for consideration.
Anchored by the Faculty’s Strategic Academic Plan, the objectives/responsibilities of the EDI Committee are to:

- Provide strategic guidance, consultation and recommendations to the senior management team, other Faculty Council standing committees, and student government on matters related to EDI;
- Monitor and evaluate policies leading to recommendations for changes to advance equitable access to programs/services and dismantling systemic barriers;
- Act as a central planning hub for tracking EDI initiatives across all operations (e.g., academic programs, clinical placements, research, student services, and hiring practices);
- Facilitate transformative learning opportunities for faculty, staff, and students that build the Faculty’s capacity to understand and engage in anti-colonialism, anti-racism, anti-discrimination and anti-oppression activities and
- Communicate broadly with members of the Faculty of Nursing community of students, faculty, staff, alumni, clinical partners, and nurse leaders who share social justice and equity goals to solicit feedback.

To offer multiple perspectives and insights, the EDI Committee will reflect the different constituencies of the Bloomberg Nursing community, namely students, faculty, administrative staff, alumni, clinical partners, and nurse leaders. The EDI Committee should be diverse in its membership with representation from groups that have historically faced obstacles in society and been excluded from University governance.

**Application Instructions**

You are invited to express interest in participating on the EDI Committee as a *general member or Chair.* (*Read the attached Terms of Reference for a description of roles, responsibilities and anticipated investment of time*).

1. Fill out all parts of the application form (starting on page 7 of this document). We ask that you stay within the specified word count and answer these questions as fully and honestly as you can. We suggest you protect approximately one hour to fully complete this application. The application form (page 4) is divided into two parts:
   - Part 1 asks you to share personal details about the social communities you belong to, and how these identities intersect to shape who you are. We appreciate that some of these questions may cause discomfort or may be difficult to answer. If you have any concerns about sharing demographic data about yourself, we encourage you to contact Grase Kim, Director, Office of the Dean, at grase.kim@utoronto.ca to explore alternative arrangements.
   - Part 2 asks a series of closed and open-ended questions that will help the EDI Working Group appreciate your breadth of experiences and how these align with the EDI Committee’s scope of work.
2. Responses to questions can be either embedded in the PDF document or typed as a separate document. Email this completed document to Grase Kim, Director, Office of the Dean, at grase.kim@utoronto.ca before 9:00 am on Thursday, June 17th.

Important details to know before applying:

Disclosure and Confidentiality – Your responses will help us to select committee members who represent the broad spectrum of social demographics and lived experiences that comprise the Bloomberg Faculty of Nursing community. We appreciate that the work of advancing EDI requires ongoing self-reflection, growth and emotional fortitude. You are encouraged to share your personal perspectives, professional experiences, and community affiliations that you think will prepare you to contribute productively to the EDI Committee. All information shared in the application form will be confidential and will be stored as an electronic file in a secure online environment. The details you disclose in your application will only be shared with members of the EDI Working Group for the purpose of selecting members of the EDI Committee. Following selection of the EDI Committee members, only contact information for the selected candidates will be kept. All other information will be destroyed.

Manager Awareness (only applies to administrative staff) – Though it is not required to secure manager approval prior to applying, staff are strongly encouraged to make their managers aware of their interest in joining the EDI Committee. The EDI Committee will aim to conduct all meetings and project work during business hours and the corresponding manager’s awareness and support will help allow time for active engagement.

Commitment of Time – While the amount of time may vary throughout the academic year, meetings generally will be scheduled for one hour on a monthly basis. Additional time to review materials prior to meetings may involve 1-2 hours per month. (Refer to the draft Terms of Reference for the EDI Committee for more information on meetings.) Students appointed to the EDI Committee will receive financial compensation in the form of an honorarium payment and formal acknowledgement on their co-curricular record.

Dedication to Diversity – We know that groups that are more diverse (e.g., diversity of people with different demographics, experiences, etc.) are more creative and high performing. The EDI Committee will use a supportive, diversity-seeking approach to membership in an effort to ensure representation from different populations and perspectives, particularly from groups that have been underserved because of their diversity.

Limited Membership – Due to limited space on the committee not all applicants will be invited to formally participate as members. However, opportunities to participate in the Faculty’s EDI activities more broadly will be made available to all faculty, staff, students and alumni.
Nomination Form

Name: ______________________

Constituent Group:

- Student (current Year 2 students apply as “Alumni”)
- Faculty (including status only and adjunct)
- Administrative Staff
- Alumni
- Clinical Partner
- Other (please specify) ______________________

Job Title (if applicable): _______________

Program/Organization (if applicable) _______________

Professional affiliations/student councils (if applicable) _______________

Are you interested in serving the EDI Committee as Co-Chair or General Member ______________?

Part 1: Social demographics

1. Do you identify as First Nations, Métis, and/or Inuit? Select all that apply.

- No
- Yes, First Nations
- Yes, Métis
- Yes, Inuit
- Prefer not to answer

2. Which category best describes you? Select all that apply.¹

- Black - African, Afro-Caribbean, African-Canadian descent
- East/Southeast Asian - Chinese, Korean, Japanese, Taiwanese descent, Filipino, Vietnamese, Cambodian, Thai, Indonesian, other Southeast Asian descent
- Indigenous - First Nations, Métis, Inuit descent
- Latino - Latin American, Hispanic descent
- Middle Eastern - Arab, Persian, West Asian descent, Afghan, Egyptian, Iranian, Lebanese, Turkish, Kurdish, etc.
- South Asian – East Indian, Pakistani, Bangladeshi, Sri Lankan, Indo-Caribbean, etc.
- Other category ______________________
- Prefer not to answer

¹ Source: Government of Ontario Data Standards for the Identification and Monitoring of Systemic Racism
3. How would you best describe your gender? Select all that apply.

- Gender fluid
- Man
- Trans non-binary
- Trans man
- Trans woman
- Two-Spirit
- Woman
- Prefer not to answer
- Other (Please specify): _________________________

4. How would you best describe your current sexual orientation? Select all that apply.

- Asexual
- Bisexual
- Gay
- Heterosexual (“straight”)
- Lesbian
- Pansexual
- Queer
- Two-Spirit
- Prefer not to answer
- Other (Please specify): _________________________

5. What age group do you currently belong to? Select one.

- Under 20
- 20-29
- 30-45
- 46-60
- 60+
- Prefer not to answer

6. Do you identify as someone living with a disability? Select all that apply.

- Yes, Developmental/cognitive
- Yes, Physical
- Yes, Other
- No
- Prefer not to answer
Part 2: Breadth of experiences
Please write your responses in a way that you are most comfortable. Responses to the following questions can be in paragraph (narrative) or point form

7. What do the terms “inclusion, diversity, equity and accessibility” mean to you? Feel free to draw from your lived experiences (250 word maximum)

8. What experiences and accomplishments have you accumulated through your work, volunteer or personal life that will be relevant to your contributions to the EDI Committee? (250 word maximum)
9. We encourage individuals with all levels of experience to apply. On a scale from 1 to 10, with 1 being no experience and 10 being an expert, how would you rate your knowledge and understanding of equity, diversity and inclusion? __________

10. Why did you rate yourself this way (in question #9)? (100 word maximum)
DRAFT TERMS OF REFERENCE

FOR

EQUITY, DIVERSITY, AND INCLUSION COMMITTEE
TERMS OF REFERENCE (DRAFT)

EQUITY, DIVERSITY, AND INCLUSION COMMITTEE

Definitions

Equity – A condition or state of fair, inclusive, and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.

Diversity – A term used to encompass the acceptance and respect of various dimensions including race, gender, sexual orientation, ethnicity, socio-economic status, religious beliefs, age, physical abilities, political beliefs, or other ideologies.

Inclusion – The extent to which diverse members of a group (society/organization) feel valued and respected.

Acknowledgement of Traditional Land

I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. 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.

Purpose of the EDI Committee

The Equity, Diversity and Inclusion (EDI) Committee at the Lawrence S. Bloomberg Faculty of Nursing is part of the Faculty’s strategy to build structures and processes that are sustainable and ensure engagement with diverse groups, including students, faculty, staff, alumni, clinical partners, and nurse leaders. The EDI Committee’s efforts will also align with the broader University’s work to combat anti-Black racism as well as to advance the University’s calls to action for the Truth and Reconciliation Commission of Canada (TRC). Indigenous Peoples (i.e., First Nations, Métis, and Inuit) are rights-holding as First Peoples of Canada. This Committee will promote communication and accountability as well as provide a breadth of equity-, diversity-, and inclusion-related knowledge and expertise to inform the Faculty’s ongoing equity and inclusion initiatives. The Committee will recommend changes for Bloomberg Faculty of Nursing policies, processes and practices, and advise other standing committees on initiatives to address current and emerging issues.

1 Source: Canadian Race Relations Foundation Glossary of Terms
This Committee functions in an advisory capacity to amplify the diverse voices of those who have historically faced obstacles in society. The EDI Committee will facilitate the exchange of information and ideas with its constituencies in matters of promoting EDI at the Faculty. The EDI Committee will also work to review and prioritize activities for the successful achievement of the short-, mid-, and long-term goals identified in its annual report. Through its co-chairs, the EDI Committee will report directly to Faculty Council, the governing body of the Lawrence S. Bloomberg Faculty of Nursing, as a standing committee.

Membership
To offer multiple perspectives and insights, the EDI Committee will reflect the different constituencies of the Bloomberg Nursing community, namely, students, faculty, administrative staff, alumni, clinical partners, and nurse leaders. The EDI Committee should be diverse in its membership with representation from groups historically and currently excluded from university governance. The EDI Committee will use a supportive, diversity-seeking approach to membership in an effort to ensure representation from different populations and perspectives, particularly from groups that have been underserved because of their diversity.

Voting members will include students (undergraduate and graduate), faculty, staff, alumni, and clinical partners. One faculty or staff member of Bloomberg Faculty of Nursing and one student (graduate or undergraduate) shall act as Co-Chairs of the Committee. The Dean of the Faculty of Nursing and/or designate will be ex officio non-voting members.

Objectives/Responsibilities
1. To advise and provide strategic guidance, consultation and recommendations to the senior management team, other Faculty Council’s standing committees, and student governments on matters related to EDI;
2. To review, monitor and evaluate policies and identify gaps and core strategic priorities relevant to the Faculty’s EDI goals, leading to recommendations for changes to advance equitable access to programs/services;
3. To facilitate transformative learning opportunities for faculty, staff, and students that build the Faculty’s capacity to understand and engage in anti-colonialism, anti-racism, anti-discrimination and anti-oppression activities;
4. To seek guidance and support from senior administrative leaders and Equity offices at the University, as needed, with regards to dismantling systemic barriers, and addressing existing practices that are harmful/discriminatory;
5. To communicate broadly on EDI issues related to nursing education, research, and practice with constituents of the Faculty of Nursing’s community of students, faculty, staff, alumni, clinical partners, and nurse leaders who share social justice and equity goals to solicit feedback;
6. To plan and record short-, mid-, and long-term goals through an annual report and provide regular updates to Faculty Council on the development and recommendations for EDI strategies; and

7. To act as a central planning hub for tracking EDI initiatives across all Bloomberg Faculty of Nursing operations (e.g., academic programs, clinical placements, research, student services, and hiring practices)

Meetings
There will be a minimum of four scheduled meetings per year with frequency determined by the Committee. Meeting dates and times will be scheduled at the start of each academic year. While the amount of time may vary throughout the academic year, meetings generally will be scheduled for one hour on a monthly basis. Additional time to review materials prior to meetings may involve 1-2 hours per month. Committee meetings shall be open to other members of the Lawrence S. Bloomberg Faculty of Nursing community with advance notice of interest to attend submitted to the Chair in writing. The Committee shall have the right to hold meetings in camera or to move in camera.

Rules of Order
Unless otherwise expressly provided, the Committee will conduct meetings in conformity with the Rules of Order of the Governing Council. In matters that are not provided for by the Rules of Order of Governing Council, Bourinot’s Rules of Order will govern.

Voting
For the first academic year, a quorum will consist of 50% of members. At the end of the first academic year, the Committee will determine whether this is working and viable or whether the quorum should be revised. Unless otherwise provided for, all questions that come before the Committee shall be decided by two-thirds majority of members present and voting.

Rules of Procedure
Selection of Inaugural Members to the EDI Committee in its first year, the selection of members will be made by an EDI Working Group, commissioned by the Dean of the Lawrence S. Bloomberg Faculty of Nursing.

Selection/Appointment Procedures
With the exception of the first year of the EDI Committee, the selection process for members (including the two Co-Chairs) will be determined by the current membership and in consultation with Faculty of Nursing constituent groups, such as the Nursing Undergraduate Society (NUS) and the Graduate Nurses’ Student Society (GNSS) which represent all undergraduate and graduate nursing students, respectively, at the Lawrence S. Bloomberg Faculty of Nursing. Selection of members of the EDI Committee should ensure a diverse representation of various groups, especially those who have
historically faced obstacles in society and been excluded from university governance. Members should possess personal perspectives, professional experiences, and community affiliations that will allow them to understand different populations and perspectives, particularly from groups that have been underserved because of their diversity.

Membership of the EDI Committee should be comprised of faculty, staff, alumni, students, clinical partners, and the Dean (or designate) as ex officio. Other members may be selected based on their interest and knowledge of EDI, Indigenous Peoples and communities that have been underserved; ability to research/discuss/uncover EDI issues within the Lawrence S. Bloomberg Faculty of Nursing and advise Faculty Council on strategies to overcome systemic barriers; liaise and listen to other constituents, and raise awareness of ideas, concerns or suggestions related to reconciliation, anti-discrimination, and belonging; and availability to attend and actively participate in meetings throughout the academic year. Wherever possible, membership recommendations of the EDI Committee will be made by consensus. Final approval of the recommended membership rests with EDI Committee Co-Chairs. Selection of members must be completed and reported by the Co-Chairs to the Dean of the Faculty of Nursing by the end of September of each year. When a complete list of all Committee members’ names has been compiled it will be distributed to all Committee members.

**Terms of Office**

Members other than student representatives of the Committee will serve for two years with the potential for a one-year renewal, after the initial two-year appointment, as the committee transitions to ensure that there is never more than 50% turnover in membership. Student membership will be for a period of either one or two years, with the potential for a one-year renewal, at the discretion of the student and Co-Chairs. The term for student representatives will begin October 1 and end June 30 each year. The term for all other committee members for Faculty Council will begin July 1 and end the following June 30 each year. Should any member be unable to complete the term, the Committee shall declare the seat vacant and may appoint a temporary representative from the individual’s constituency to complete that member’s term.

**Agenda Setting**

The Co-Chairs will have responsibility for monitoring and coordinating agenda matters. The agenda will be distributed to Committee members at least one week in advance of meetings to review and approval of the agenda will occur at the start of each meeting. A matter which does not appear on the agenda may only be introduced at the start of each Committee meeting. The mover shall briefly indicate reasons why the matter should be introduced. Members present will determine if the item will be added to the agenda. Matters may be introduced for consideration in the following ways:

- by written communication to the Co-Chairs.
- at the start of a Committee meeting under “New Business”.
Record Keeping

Official minutes of the Committee will record motions, resolutions, and decisions, the names of movers and seconders and the outcome of voting. The minutes will also include a brief account of the information presented and arguments for and against substantive issues and copies of documentation presented to the Committee. The content of and decisions made at *in camera* meetings of the Committee will be recorded separately and kept in a confidential file which will be maintained by the Director, Office of the Dean.

Orientation of New Members

New members of the Committee will be provided with an orientation package which shall include a copy of the Lawrence S. Bloomberg Faculty of Nursing’s constitution, by-laws and minutes from the previous year. The Chair shall ensure that an orientation session is held prior to the first Committee meeting to orient members to the history, purpose and procedures of the Committee.