

## Equity, Diversity and Inclusion Committee Charge

Department of Epidemiology

School of Public Health

University of Washington

The Department of Epidemiology's Equity, Diversity and Inclusion (Epi EDI) Committee is an officially-recognized departmental entity charged with the development and support of policies that foster an engaging, supportive and equitable social, intellectual, and scholarly environment for all members of the Department's community. We seek to create a community that is welcoming and open to persons of marginalized and minoritized identities and to those with a wide range of beliefs, values, ideas, and perspectives. This Committee reports to the Chair of the Department of Epidemiology and is responsible for proposing policies to the Department's leadership and implementing initiatives that support EDI values. In addition, the Committee collects and reviews relevant data to track progress on achieving EDI goals.

Consistent with the SPH *Strategic Plan 2022-2025*, the Committee will focus on the following priorities:

- **Climate: In collaboration with Epi leadership, student orgs, etc.** work to create and sustain a welcoming and inclusive climate for community members from diverse lived experiences. Develop, propose and implement activities, including ongoing professional development for faculty, students and staff, so that they can provide such a climate for all members of the Department and a built environment that is welcoming and accessible for all people and cultures.
- **Faculty, Staff and Student Recruitment and Retention:** In collaboration with other relevant departmental groups, such as Epi Student Academic Services (SAS), faculty search committee and others, develop and propose recruitment policies that produce diverse applicant pools for recruitment of students, faculty and staff. Document recruitment procedures and strategies to allow for the evaluation of meeting EDI-relevant recruitment goals, and for identifying potential improvements to meeting these goals over time, as needed. Document and retain data for meeting measurable goals. Facilitate connection with external resources to support equity-based initiatives for mentoring and retaining marginalized and/or minoritized students, faculty and staff.
- **Curricula:** In collaboration with the governing bodies at the School of Public Health and the Epidemiology Curriculum Committee, strengthen the focus on equity, diversity and inclusion, anti-racism, anti-colonization and anti-oppression within the department and the school's curricula, including the materials utilized and methodologies practiced for understanding and addressing a wide range of identities and backgrounds. Areas of focus include, but are not limited to understanding the intersections between health and:

- socioeconomic status/class (current and past)
- race and ethnicity (recognized and experienced)
- sexual orientation
- gender identity
- religious beliefs
- disability
- weight stigma
- colonialization/decolonization
- systems and structures of oppression
- other social determinants

These improvements should also incorporate the impact of epidemiologic decision-making on matters relevant to EDI, including overall study design, measurement techniques, accessibility to enrollment and participation in research, study populations, internal and external validity considerations and policy implications of proposed research.

### **Department of Epidemiology Diversity, Equity and Inclusion Committee Bylaws**

The next section of this charter outlines the guidelines and operating procedures of the Department of Epidemiology EDI Committee to conduct regular business, develop and propose programs, and disseminate information related to committee activities.

- **Name:** The official name shall be **DEPARTMENT OF EPIDEMIOLOGY EQUITY, DIVERSITY AND INCLUSION (Epi EDI) COMMITTEE.**
- **Structure:** The committee is composed of students, faculty, post-doctoral fellows and staff representing the Department of Epidemiology in the School of Public Health. The committee is led by a faculty Co-Chair and a student Co-Chair. Meeting space, phone conferencing, and work space consistent with the student union contract rules are provided by the Epi Department.
- **Meetings:** The committee will meet approximately monthly during the academic year (October – June). The time and location of the meeting will be determined on a quarterly basis in order to accommodate the schedule of committee members as best as possible. Meeting frequency during summer months shall be decided by the committee in advance of the summer quarter. The agenda will be set by the Epi EDI Co-Chairs with input from the committee and distributed to Committee members prior to the meeting. Minutes will be reviewed by the Co-Chairs and posted to the committee’s shared drive within two weeks following each meeting.

- **Membership:** The committee will consist of, at a minimum and inclusive of the Co-Chairs:
  - Two (2) epidemiology faculty members
  - Two (2) epidemiology staff members
  - Two (2) epidemiology students, with representation from both MS/MPH and PhD programs

A general call for new Committee members will occur at the beginning of each academic year (beginning of fall quarter, prior to the first meeting of the academic year).

- **Mechanism of providing feedback on topics for discussion:** Feedback may be provided on topics for discussion at EDI monthly meetings. Since not all members may be able to attend the monthly meeting, key topics for which feedback is requested will be circulated to the EDI committee via email along with a timeframe for providing feedback. The decision as to which topics will be circulated for feedback will be left to the discretion of the Co-Chairs.
- **Chair selection, period of service and compensation:** The committee will be led by two Chair-People. One faculty Co-Chair will be appointed by the Department Chair in consultation with Committee members. The faculty Co-Chair will have a term limit of three years and will be provided 25% FTE for their efforts. Re-appointments of the Epi EDI Co-Chair will be at the Department Chair's discretion, in consultation with committee members. Term limits for the faculty Co-chair are three (3) years, with the option for renewal and a maximum of four (4) years of service. One graduate student Co-Chair (entering 2<sup>nd</sup> year or above) will be elected by a majority vote from the current members on a yearly basis. The student Co-Chair will have a term limit of one year, but can run for re-election for a second term (maximum of two years). The student Co-Chair will receive 25% FTE for their efforts during their term via a GSRA position (10 hours/ week), usually beginning in July.

Students interested in serving as EDI Co-Chair should submit a short written paragraph describing why they want to serve, what issues they would like to work on during their tenure and what they bring to the position. This material will be circulated to the committee for review. In the event that multiple students are interested in the Co-Chair position, a vote will occur. Nominations and approvals for student and faculty Co-Chairs will occur during spring quarter in order to ensure Committee leadership is in place for the upcoming academic year.

- **Co-Chair Responsibilities:**
  - The faculty Co-Chair will serve as a standing member of the Epidemiology Leadership Team (ELT) and will be responsible providing updates to the ELT as well as liaising other Committees.
  - The student Co-Chair will be responsible for liaising with the student body, student groups, and union of academic workers (UAW Local 4121), and as needed, other Committees.

- Both Co-Chairs will share the duties of running meetings, overseeing and implementing subcommittees, initiatives and activities and general Committee leadership. The Co-Chairs are responsible for the orderly conduct of meetings, designating a member to record minutes, setting the agenda (with cooperation and input from the committee), and encouraging active participation of members.
- Both Co-Chairs are responsible for creating an annual budget, incorporating committee feedback about funding priorities into the budget and submitting the budget to ELT. After discussion with ELT, budget priorities are identified; keeping in mind that some items may not be funded and require stronger justification or clearer explanations. Co-Chairs will share budget priorities with the committee. Co-Chairs are also responsible for keeping track of spending related to the budget.
- The faculty and student Co-Chairs will represent the department at SPH EDI meetings and other SPH-wide EDI related task forces or workgroups.
- The Committee will report, either in writing or verbally, to the Department Chair at the conclusion of each academic year regarding its activities during the year and its plans for the subsequent academic year.
- **Examples of EDI Initiatives and Activities:**
  - Annual EDI Fall Retreat and Visit Days event
  - Epi Community (EPIC) Space
  - EDI Bi-Monthly Newsletter
  - Epi Peer-Mentoring Program
  - EDI Hidden Curriculum Panels (Fall and Spring)
  - Student, faculty and staff recruitment and retention efforts
  - EDI related trainings for faculty
- **Changes to These Operating Principles:** Any changes to the charter must be approved by the committee.