



Wellness, Inclusion, Diversity & Equity (WIDE) Committee & Working Groups

Terms of Reference

Version September 20, 2022

Land Acknowledgement

We acknowledge the land on which the Faculty of Medicine 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.

WIDE Statement

The Department of Laboratory Medicine & Pathobiology (LMP) at the University of Toronto (U of T) is committed to the principles of Wellness and Equity, Diversity, and Inclusion (EDI), which includes indigeneity and accessibility, in all that we do.¹

This includes

- recruiting and retaining learners, staff and faculty that reflect the diversity of our society,
- recognizing identity, trauma, and resilience of diverse individuals and groups including, but not limited to, Indigenous groups and individuals with disabilities, who may be LMP staff, students, faculty, or affiliated with LMP, or patients, and considering the impact of our policies and practices on these groups,
- creating, supporting, and maintaining a learning and working environment that is free from discrimination, harassment, intimidation, bullying, and disrespectful behavior, and
- ensuring that our programs and curricula prepare LMP members to meet the needs of the diverse communities they will serve in their careers in Canada and around the world.

Purpose of the Committee

The purpose of the LMP Wellness, Inclusion, Diversity & Equity (WIDE) Committee is to discuss and address issues related to Wellness and EDI within the Department. While a safe and supportive environment is a shared responsibility of all LMP faculty, staff, and learners, the committee was formed to coordinate Departmental efforts. Using its shared expertise and experience, the committee will

¹ LMP 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>)



identify wellness and EDI related concerns, points of improvement and opportunities for growth, propose initiatives and monitor the effectiveness of these efforts.

The committee will strive to

- keep up to date with wellness and EDI issues, topics, and research at large,
- raise awareness of the importance of wellness and EDI in LMP,
- identify Departmental wellness and EDI gaps, formulate and prioritize objectives, and develop and implement initiatives to address these concerns,
- communicate and embed wellness and EDI practices in all Departmental activities, educational programs, and procedures (i.e., meetings, committees, exams, and events),
- inspire and advocate for Departmental cultural changes,
- monitor and report on the effectiveness of efforts related to wellness and EDI,
- and evaluate and alter its objectives as required.

Committee Membership

The committee should be made up of faculty, staff, and students, and reflect the diversity of the Department at the individual, professional, and structural levels.

Composition of the WIDE Committee will be as follows

	Number
LMP WIDE Co-Chairs	2
Faculty (at all career levels)	Up to 5
Learners (undergraduate, graduate, professional graduate, post-graduate, postdoctoral fellows)	Up to 5
Research staff (research associates, research technologists, lab personnel)	Up to 2
Administrative staff	Up to 2
<i>Ex Officio</i>	
LMP WIDE Vice-Chair	1
LMP Chair	1

WIDE Committee can include up to 20 members.



Committee Member Terms, Selection Criteria, and Responsibilities

WIDE Committee Co-Chairs	
Selection	Appointed by LMP Chair
Term length	3 years with an option for one term renewal
Responsibilities	<ul style="list-style-type: none"> Emphasize an inclusive environment and maintain a culture of respect, civility, professionalism, and social responsibility. Organize Project Teams to develop and oversee initiatives as needed.
WIDE Executive	
See WIDE Executive Terms of Reference for selection criteria, term length, and responsibilities.	
WIDE Committee Members	
Recruitment and selection	<ul style="list-style-type: none"> Individuals can be self-nominated or nominated. Any member of the Department can nominate any other member of the Department. Organizations representing LMP learners (students, postdoctoral fellows, post-graduates, residents, etc.) can nominate candidates. The WIDE committee can suggest individuals for membership. Nominees will be asked by the LMP WIDE Administrative Lead to submit a statement of interest addressing questions that can include <ul style="list-style-type: none"> How can you contribute to WIDE? What projects/initiatives are you interested in and why? What do you want to learn? Do you have any conflicts of interest? Following consultation with the WIDE Executive, new committee members will be selected who will strengthen the committee and fill gaps. The WIDE Administrative Lead and the WIDE Co-Chairs are responsible for communicating, and providing feedback, to the nominees about appointment. The WIDE Executive Committee can recruit additional members to maintain diversity of membership.
Term length	<ul style="list-style-type: none"> General membership: 3-year term, renewable once. Student membership: 1-year term, renewable three times. Terms of membership will be staggered, to ensure knowledge transfer.
Responsibilities	<ul style="list-style-type: none"> To actively contribute to a project organized by LMP or Faculty of Medicine. To participate in WIDE meetings and project working groups on a regular basis. To contribute their diverse experiences and knowledge to promote the goals of WIDE. To function as a wellness and EDI ambassador to their constituencies.



Working & Reporting Structure

- Working groups to address specific projects will be created and should be composed of about five individuals. Each working group will have two Co-Leads, preferably at different career stages, ranging from junior to senior, in their degrees. Being Co-Lead means taking the responsibility to direct and implement a project and becoming a member of the WIDE Executive Committee (see WIDE Executive Committee Terms of Reference).
- The WIDE Project Team Co-Leads will report to the WIDE Executive quarterly.
- Initiatives of the WIDE Committee will be communicated to the LMP community through in-person and e-communication platforms, including audio and video meetings, emails, Department newsletters, and the LMP website.
- Annual summaries of the activities of the WIDE Committee will be published on the LMP website.

Meetings

- The WIDE Committee will meet 4 - 6 times a year. Additional meetings may be called by the WIDE Co-Chairs as necessary. Number of WIDE working group meetings is at the discretion of each working group and their Co-Leads.
- Meetings may be in-person or through e-conference platforms as deemed appropriate by the LMP Chair and WIDE Co-Chairs or working group Co-Leads.
- Agenda, which is set by the WIDE Co-Chairs with suggestions from the committee, and meeting materials, when appropriate, will be distributed in advance of the meetings.
- Process will be established to allow minutes to be taken at each meeting and circulated in advance for approval at the following meeting.

Recognition

- The commitments of the membership of WIDE will be recognized through publication of their names on the LMP website.
- The LMP Chair will provide a letter to each member at their end of their term acknowledging their contributions.

Review and Amendments

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