**Office of Professionalism, Equity, and Diversity (OPED) Advisory Committee**

**Terms of Reference**

**Purpose**

The faculty-wide general committee acts in an advisory capacity to the Office of Professionalism, Equity, and Diversity in the Cumming School of Medicine.

Within that committee, there will be EDI sub-committee(s) that will focus on equity, diversity and inclusion issues.

**Responsibilities**

* Advance professionalism, equity, diversity and mental well-being for departments and institutes
* Establish targets and implement initiatives that align with OPED EDI key performance indicators
	+ Income parity
	+ Recruitment, retention and promotion equity
	+ Leadership diversity
* Professionalism
	+ Streamline CSM processes for reporting of unprofessional behavior and mistreatment
	+ Develop and implement initiatives shown to promote healthy learning and workplace environments
* Support mental health and wellness work within the CSM community
* Identify best practices in the areas of professionalism, equity, diversity and mental health and well-being within CSM
	+ Develop Internal Distinguished Achievement Awards for Diversity and Mental Health

**Membership**

* Associate Dean, Professionalism, Equity, and Diversity (Chair)
* OPED Program Coordinator
* Diverse Department and Institute representatives invited and recruited to participate

**Accountability**

The advisory committee reports to the chair

**Meetings**

* The committee will meet on the first Thursday of each month from 3-4pm between May 2019 to January 2020, (with the exception of July and August 2019), and will reassess meeting intervals in January 2020

**Term**

Members will serve a minimum two-year term, to be renewed at the discretion of the chair