

Diversity & Decolonization Committee Mandate, Best Practices, and Procedures

Department of Anthropology, Tri-Campus

Mandate: The mandate of the Diversity & Decolonization Committee (DDC) is to provide recommendations, resources, and guidance to the Tri-Campus Graduate Anthropology Department on questions of equity, diversity, and decolonization with a particular focus on addressing racism, sexism, homophobia, transphobia, ableism, and structural inequities, as well as policies and practices that affect Black, Indigenous, People of Colour, people with disabilities, and LGBTQ2S+ members and prospective members of this department, including faculty, postdoctoral fellows, graduate students, and staff. The work of the committee may include, but is not limited to the following:

- Proactively exploring issues around equity, diversity, inclusion (EDI), and decolonization in the Tri-Campus Graduate Department and recommending appropriate strategies to address them (e.g., identifying appropriate policy, pedagogical, scholarly or other resources to facilitate discussion and implementation);
- Identifying institutional and systemic concerns about equity, diversity, inclusion, and decolonization among graduate students, faculty, and staff through regular consultations (e.g., via surveys every five years; annual town-halls);
- Modeling, sharing, and promoting best practices in transparency, consultation, and equity in its own conduct;
- Engaging with the university's diversity and equity policies and initiatives, which includes communicating/collaborating with the university on improving these policies where appropriate and advocating for the implementation of those policies within the Department;
- Studying the work of and liaising with counterpart committees in peer departments at UofT or other Anthropology departments at peer institutions to develop clear understandings of current best practices in improving equity and diversity issues and the decolonization of the university and the department;
- Collaborating with departmental committees about improving their current practices of equity and diversity;
- Regularly reviewing departmental public statements and materials related to equity, diversity, inclusion, and decolonization, and recommending changes as needed;
- Using its budget to host speakers, facilitate workshops, and develop resources related to EDI/DDC for students and faculty;

Items in this mandate should be reviewed, and revised if necessary, by the committee at the end of each academic year.

Membership: The committee will operate as an official committee of the Tri-Campus Graduate Department. Faculty members of the committee will be appointed by the Graduate Chair, in consultation with the Tri-Campus Workload Committee, and with faculty members' service requests respected where possible. Committee members will be drawn from a minimum of two campuses, and where possible all three. In addition, membership will normally include

representatives of all fields. Staff membership on the committee will be decided by the Graduate Chair in accordance with workload considerations.

The committee will be facilitated by four co-Chairs on a rotating basis, two of whom are remunerated graduate students and the other two of whom are faculty members with graduate appointments, all from the Tri-Campus Department. Every attempt will be made to ensure that one faculty co-Chair is a Socio-Cultural and Linguistic (SCL) faculty member, and the other faculty co-Chair comes from either the Archaeology or Evolutionary Anthropology subdiscipline. Faculty co-Chairs should be tenured where possible. In order to ensure continuity from one year to the next, faculty co-Chairs will normally serve for two years, with a new faculty co-Chair rotating in each year.

The graduate student co-Chairs (two) will be elected or appointed by the AGSU membership in accordance with the AGSU constitution each academic year in September and compensated by the Department of Anthropology for their labour. The AGSU co-chairs will normally include one SCL graduate student, and the other from either archaeology or evolutionary anthropology.

This membership model should be reviewed, and revised if necessary, by the committee at the end of each academic year, in consultation with the Graduate Chair.

Meetings: Closed meetings will occur monthly among appointed members.

General meetings will be scheduled at least once per year. They shall be announced to the Tri-Campus Department via an open invitation. Items for the agenda can be sent to the co-Chairs, who are responsible for ensuring that a proposed agenda is distributed before the meeting. The purpose of general meetings is to report on the committee's work and seek broader feedback from the Tri-Campus Anthropology community.

Budget: The yearly budget is allocated annually by the Tri-Campus Anthropology Graduate Department. A primary task of each first meeting of an academic year is to discuss uses for this yearly allocation; this budget can be discussed at following meetings as needed.

Transparency: The committee will communicate about its work and is accountable to the Tri-campus Department. Like all committees, the DDC will be advisory to the Chair. All DDC meetings will have minutes. A written report by the committee will be circulated to members of the Tri-campus Graduate Department at the end of each academic year. Sub-committees/working groups are not expected to generate minutes, but their reports to the DDC will be recorded. The co-Chairs will conduct an annual financial report at the end of every winter term. This report will be made available to members of the Committee (and made publicly available to the rest of the department).

The committee will request information and assistance from the Tri-Campus Department to conduct its work, as needed. The DDC will have a close relationship with the Graduate Executive. Co-Chairs of the DDC will be invited to join Graduate Executive meetings at the start of each term, with additional meetings scheduled if relevant issues need to be discussed.

Quorum and Consensus: The committee strives to reach consensus, using a consensus-based process of decision-making. Quorum for decision-making in closed committee meetings shall consist of a simple majority of members and at least one co-Chair each from faculty and graduate students. Terms of Quorum and Consensus will be revisited and revised as necessary at the start of every academic year. Issues that cannot be decided by consensus may be, at the discretion of the co-Chairs, put to an immediate vote, suspended for further discussion and study, or proposed for a vote at the next monthly meeting or online. All appointed members of the committee may vote, and a simple majority is required to pass any given motion.

Subcommittees: The Committee will form subcommittees (working groups) to address issues of pressing concern to constituencies. Subcommittees will develop recommendations, execute action items, and report back to the committee as a whole before taking meaningful action. Subcommittees meet on an as-needed basis, and it is expected that all appointed members are active participants in subcommittees and that all subcommittee activity counts as DDC activity for the purposes of PTR. It is advisable for each subcommittee that continues from semester to semester to retain at least one member. It is advisable for each subcommittee to have at least one of the DDC co-Chairs as a member. Any DDC member can chair a subcommittee and they are determined by consensus at the subcommittee level.

Record of Edits to Mandate

The language of these terms of reference is inspired in part by the Equity and Diversity Committee of the University of Toronto Department of Geography and the Equity and Diversity Committee of the University of Toronto Graduate Department of History.

Drafted by the DDC mandate working group members, Naisargi Dave (DDC co-Chair), Cassandra Hartblay, Andrea Muehlebach (DDC co-Chair), and Sarah Williams. Edited and approved by the DDC on March 26, 2021. Revised by the 2022-2023 DDC committee with consultations throughout the Tri-Campus Anthropology Department.

Grievances/mediation

The DDC does not provide mediation and is not a body for receiving and processing individual complaints and grievances. Please consult the resources available from the Office of Appeals, Discipline and Faculty Grievances (<https://governingcouncil.utoronto.ca/adfg>) for more information. Information regarding student complaints regarding prohibited discrimination can be found via the Office of the Vice-Provost, Students (<https://www.viceprovoststudents.utoronto.ca/students/student-complaints/>).

Short Terms of Reference/Committee Description

The mandate of the Diversity & Decolonization Committee (DDC) is to provide recommendations, resources, and guidance to the Tri-Campus Graduate Anthropology Department on questions of equity, diversity, inclusion, and decolonization with a particular focus on addressing racism, sexism, homophobia, transphobia, ableism, and structural inequities, as well as policies and practices that affect Black, Indigenous, People of Colour, people with

disabilities, and LGBTQ2S+ members and prospective members of this department, including faculty, postdoctoral fellows, graduate students, and staff. Meetings will occur at least monthly among appointed members. Subcommittees may also be formed as needed, and workshops relevant to issues in our mandate may be organized. The committee will be facilitated by four co-Chairs on a rotating basis, two of whom are remunerated graduate students and the other two of whom are tenured faculty members with graduate appointments. In order to ensure continuity from one year to the next, faculty co-Chairs will normally serve for two years, with a new faculty co-Chair rotating in each year. The DDC will have a close relationship with the Graduate Executive. Co-Chairs of the DDC will be invited to join Graduate Executive meetings at the start of each term, with additional meetings scheduled if relevant issues need to be discussed.