



Queen's
UNIVERSITY

Diversity Advisory Panel

Terms of Reference

Terms of Reference # (TOR #): DP v.1

Supersedes: None

Lead Writer: Dr. A. Sanfilippo

Approved by MD-PEC: July 16, 2014

Approved by SOMAC: October 21, 2014

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Effective Date: October 21, 2014

1.0 **Functions**

1.1. The Diversity Advisory Panel is charged with promoting and advancing the objectives outlined in the School of Medicine Diversity Statement. In doing so, the committee will:

1.1.1. Increasing awareness of our diversity objectives among faculty and students

1.1.2. Encouraging and promoting the development of initiatives and projects to promote those diversity objectives

1.1.3. Administer the Diversity Fund

2.0 **Reporting Structure**

2.1. The Diversity Advisory Panel reports to the MD Program Executive Committee (MD-PEC).

3.0 **Membership**

3.1. Panel members and Chair will be appointed by MD-PEC on the recommendation of the Associate Dean, Undergraduate Medical Education. The panel will include individuals with interest in Diversity issues and will be drawn from each of the following:

3.1.1. School of Medicine teaching faculty

3.1.2. Undergraduate Medical Students

3.1.3. Undergraduate Medical Educational Leaders (Course Directors, Discipline Leads, Year Directors)

3.1.4. Undergraduate Medical Program administrative staff

3.1.5. The wider university community

4.0 **Meeting Schedules and Procedure**

4.1. The committee will meet at least monthly through the academic year (September to June). Additional meetings may be called at the discretion of the Chair.

4.2. The committee will establish regular meeting times.

4.3. Agendas and meeting materials will be pre-circulated.

4.4. Minutes will be kept, pre-circulated before each meeting and approved by vote.

4.5. Issues will normally be decided by consensus. When issues require a vote, as decided by the chair, all committee chairs and Directors will be considered voting members. The Chair will cast deciding votes in the event of ties.

5.0 **Duties of the Chair**

5.1. To prepare meeting agendas.

5.2. To ensure meetings are conducted in an efficient fashion and that all members have opportunity for input.

5.3. To ensure discussion items are carried through and appropriate mechanisms for follow-up are in place.

5.4. To represent UPEC at the School of Medicine Council.

6.0 **Administrative Support**

6.1. The Undergraduate Office will provide an individual who will act as permanent administrative support to the committee. That individual's duties will include, but not necessarily be limited to the following:

6.1.1. Assisting the Chair with Agenda setting.

6.1.2. Scheduling of regular and supplemental meeting.

6.1.3. Meeting with the Chair in advance of meetings or as required to ensure appropriate follow-up and identification of relevant issues.

- 6.1.4. Background research and information gathering relevant to committee functioning.
- 6.1.5. Preparation and circulation of meeting material.
- 6.1.6. Ensuring that minutes are taken, pre-circulated, and amended as necessary.
- 6.1.7. Maintaining all committee records.