



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

**Manual for the
Inclusion, Diversity, and Equity Advisory (IDEA) Committee
-
A Standing Committee of Faculty Council**

Approved by the Council of the Faculty of Applied Science & Engineering: December 2, 2011
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Posted on the FASE Governance & Faculty Council [webpage](#)

Manual

Preamble

Each standing committee of Council and the Academic Appeals Board (Undergraduate) is to be operated within the guidelines provided by the [Procedures for Standing Committees of Council](#). The *Procedures* discuss committee terms of reference; domains; membership structure, categories, and appointments; member responsibilities; chair and vice-chair responsibilities; and meeting operations. The *Procedures* also provide a template for creating committee manuals.

Each committee's terms of reference, domain and membership structure are documented in the Faculty Council bylaws and any revisions thereto must be approved by special motion of Faculty Council.

Each standing committee is required to have an up-to-date manual of operation approved by the Speaker of Faculty Council which provides detail particular to the committee. The purpose of the manual is to promote clarity and consistency in committee responsibilities and operations.

1. Name of the Committee

Inclusion, Diversity, and Equity Advisory (IDEA) Committee

2. Terms of Reference

On behalf of Faculty Council, each standing committee, being comprised of representative of stakeholders within the domain of the committee and supported by subject matter experts and administrative staff, is responsible, with respect to the domain to:

1. Provide a forum for the full range of stakeholder voices to discuss present practice and new proposals
2. Pursue best practice: investigate, study, report on and promote
3. Review, periodically, policies and procedures
4. Recommend, as appropriate, changes to policy and procedures
5. Carry out specific, defined duties
6. Report, regularly, to Council on its activities and intentions

3. Term Of Office

July 1 of each academic year until June 30 of that academic year.

4. Domain

With respect to undergraduate and graduate students, teaching staff, and non-academic staff, the Inclusivity, Diversity and Equity Advisory (IDEA) Committee is responsible for the domain including equity, diversity, and inclusion, including aspects of:

- Member experience
- Safety and belonging
- Professional conduct

- Diversity in all its dimensions, including but not limited to race, ethnicity, gender identity, sexual orientation, religion, age, ability, legal status, Indigenous identity and socioeconomic background

5. Membership & Terms

Constituent Group	Number	Length of Term (years)	Notes
Teaching Staff: Representing Academic Units (List each unit represented) <ul style="list-style-type: none"> • Chemical Engineering & Applied Chemistry • Civil & Mineral Engineering • Electrical & Computer Engineering • Engineering Science • Institute for Aerospace Studies • Institute for Studies in Transdisciplinary Engineering Education & Practice • Institute of Biomedical Engineering • Materials Science & Engineering • Mechanical & Industrial Engineering 	9 maximum	3	As per Procedures of Committees of Council, representative members may serve for successive terms to a maximum of three consecutive terms. All nine units shall be represented. In cases where members are cross-appointed between units the member may represent both units (by consent of the chair and/or director of each such unit). In such instances the number of members within the constituent group would decrease accordingly.
Members-at-large	11		
<ul style="list-style-type: none"> • Non-Academic Staff 	2	3	
<ul style="list-style-type: none"> • Undergraduate Students 	6	1	
<ul style="list-style-type: none"> • Graduate Students 	2	1	
<ul style="list-style-type: none"> • Alumni 	1	3	

Ex officio (non-voting)	8		
• Vice-Dean, First Year	1	ongoing	
• Vice-Dean, Graduate Studies	1		
• Vice-Dean, Undergraduate	1		
• Vice-Dean, Research	1		
• Faculty Registrar	1		
• Associate Director, Engineering Student Recruitment & Retention Office (ESRRO)	1		
• Associate Director, Engineering Student Outreach Office	1		
• Assistant Dean and Director of Diversity, Inclusion and Professionalism	1		
Subject Matter Experts (non-voting)	4		
• Dean's Advisor on Black Inclusivity	1	ongoing	
• Dean's Advisor on Indigenous Initiatives	1		
• Engineering Equity, Diversity, and Inclusion Action Group Representative	1		
• Engineering Positive Space Committee Representative	1		
Recording Secretary (non-voting)	1	ongoing	

To ensure the continuity of committee work, it is preferred that:

- The Chair shall serve a two-year term
- The Vice-Chair shall serve a two-year team
- The terms of the Chair and Vice-Chair shall be staggered. Should the current Vice-Chair, become the Chair, then next Vice-Chair shall serve only a one-year term to ensure terms are staggered appropriately
- Whenever possible, no more than half of voting members with three-year terms should turn over in any given year

6. Duties

6.1 Policy Duties

- In collaboration with other standing committees and relevant entities within FASE, develop policies, procedures, frameworks that ensure that EDI considerations are integral to the Faculty's mode of operation including decision-making. This includes promoting best practices on the collection of data and reporting on the status of EDI within the Faculty (along multiple dimensions), and integration of insights from data in decision making.

- Where necessary, be the consultative body in matters relating to EDI that arise within the Faculty (in standing committees or other entities).
- Where relevant, be one of the representatives for FASE at the university level in matters relating to EDI.

6.2 Recurring Duties (Routine, Administrative)

- None

6.3 Reporting and Coordinating Duties

- Identify community needs and request/collect from the Faculty, on an annual basis (by the end of each Winter term), equity, diversity, inclusion, and accessibility (EDIA) data and reports, and make bi-annual recommendations to Faculty Council, latest by the second meeting of the Fall term of academic year recommendations are made, on actions to take based on insights from data (along its multiple dimensions). To achieve these duties, IDEA will:
 - Collaborate with the Diversity Inclusion and Professionalism (DIP) Office to facilitate the collection and reporting on EDIA Reconciliation and a climate of belonging through surveys of faculty, staff, librarians, students and postdoctoral fellows at or near the end of each academic year.
 - Facilitate the annual tracking and public progress reporting in the Faculty's Annual Report on EDIA initiatives and reports, including the Eagle's Longhouse Blueprint for Action and the Striving for Black Inclusivity Report.

7. Rules and Procedures Differing from the *Procedures of Standing Committees of Council*

Stated preference for the length of committee chair and vice-chair terms to be two years (see Section 5).

8. For further information:

This committee's current membership list and manual and Faculty governance documents are available on the Governance & Faculty Council [webpage](#).

Appendices

- [Ontario Human Rights Code](#)
- [The Eagle's Longhouse Blueprint for Action](#)
- [Striving for Black Inclusivity Report](#)
- [Tri-agency Institutional Programs Secretariat's Best practices in equity, diversity and inclusion in research practice and design](#)
- [Canadian Association of University Teachers' Promising practices in equity, diversity and inclusion training](#)
- [CCA \(Council of Canadian Academies\) \(2024\). Equity, Diversity, and Inclusion in the Post-Secondary Research System. Ottawa \(ON\): Expert Panel on EDI Practices for Impactful Change, CCA](#)

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