



Support, Inclusion, Diversity, Equity (onSIDE) Committee Terms of Reference

1.0 Role

The purpose of the committee on Support, Inclusion, Diversity and Equity (onSIDE) is to create and promote a healthy, respectful and supportive work and learning environment that cultivates and aligns with the Temerty Faculty of Medicine principles of Equity, Diversity and Inclusion. We hope to build a culture that values diversity in thought that comes from a diverse workforce, recognizing the value of diversity for future innovation and growth of our department and empowering us to provide high-quality care for our diverse patient populations.

We aim to:

- Promote inclusion to show respect and value to our medical imaging community members and create a sense of belonging.
- Identify sources of systemic bias and discrimination in our work and learning environments and aim to dismantle these and to provide support, while championing equity.
- Build a work and learning environment that is equitable and supportive for all. To curate, develop and promote wellness resources and support services for faculty and trainees and to create a work and learning environment where asking for help is supported and facilitated by our infrastructure.
- Utilize the unique strengths of the U of T Medical Imaging community to establish an inclusive and diverse network across various geographic locations and practice settings, various types of lived and work experience, level of training and leadership positions to support and build high-functioning, resilient teams.

2.0 Responsibilities

Members of the onSIDE Committee are expected to attend a minimum of two meetings per year and align themselves with one of the subcommittees, view and give input on draft documents and policies; help to lead faculty development events and initiatives and attend educational events and workshops where appropriate.

3.0 Membership

The onSIDE committee membership will be comprised of Department of Medical Imaging faculty with broad representation across the TAHSN hospitals, as well as undergraduate and postgraduate learners. New members are always welcome and can join part way through the calendar year.

Current voting members include the following (but are not strictly limited to the following as presented estimates of the numbers of members are meant as an approximate guide. The actual number of members may change from year to year):

- Vice Chair, onSIDE (Chair)
- Vice Chair, Education
- Vice Chair, Research
- Vice Chair, Continuing Professional Development
- Vice Chair, Clinical Practice Improvement
- 2-3 Faculty Representatives – Joint Department of Medical Imaging
- 2-3 Faculty Representatives – Hospital for Sick Children
- 2-3 Faculty Representatives – St. Michael’s Hospital
- 2-3 Faculty Representatives – Sunnybrook Health Sciences Centre
- 2-3 Faculty Representatives – Community Affiliated Hospitals
- 2-3 Postgraduate Learners
- 2-3 Undergraduate Medical Learners
- 2-3 Community Representative from EDI Interest Group or Patient Representative

Non Voting Members:

- University of Toronto Medical Imaging Chair
- Radiologist in Chiefs – Joint Department of Medical Imaging, Sunnybrook Health Sciences Centre, St. Michael’s Hospital, Hospital for Sick Children
- Department Assistant, University of Toronto

4.0 Meetings

The onSIDE Committee will meet 2-3 times per year. The meetings may be in-person, by teleconference or video conferencing e.g. Skype/Zoom/Teams.

If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member’s perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting.

Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

5.0 Term

OnSIDE committee members are required to participate for a minimum of a two year term (terms will be identified by calendar year January - - December). Annual renewals are granted pending review from the Chair and provided the member of the onSIDE Committee wishes to continue. The maximum term for committee members is 4 years to allow new members to participate.

6.0 Chair

The Vice Chair, onSIDE will chair the onSIDE Committee. The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another member who is a committee member to chair the committee in the Chair's absence.
- Report to the Department Chair on the work of the committee.

7.0 Quorum

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

8.0 Minutes

The minutes will be taken at the committee meetings and then will be distributed to members for review prior to the subsequent meetings and approved by the committee during that meeting. Minutes will be kept and stored in accordance with the organization's practice.

9.0 Guests

The Chair may invite guests to attend meetings as a resource as required.

10.0 Accountability

The onSIDE Committee will be accountable to the Chair of the Department through the Chair of the committee.