



# Department of Medicine

SCHOOL OF MEDICINE

UNIVERSITY OF COLORADO

**ANSCHUTZ MEDICAL CAMPUS**

## *Equity Oversight Committee Charter University of Colorado Department of Medicine*

### ***Statement of Purpose***

The purpose of the Equity Oversight Committee (EOC) is to ensure a balanced gender, ethnic, and racial composition for all DOM committees that are entrusted with decision-making responsibilities.

### ***Mission Statement***

The CU Department of Medicine (DOM) promotes diversity and values equality. The DOM considers the inclusion of all gender, racial, and ethnic groups on high-impact committees to be of paramount importance to achieve a diverse faculty and to ensure equal representation for all groups at the highest levels of DOM leadership. The goal for all DOM committees is to achieve a gender, ethnic, and racial balance that is in line with these goals and aspirations.

### ***Committee Membership***

The committee will consist of six members, including one Chair and one Vice Chair. The initial chairs will be selected by the Vice Chair for Diversity and Justice. After the initial creation of the EOC, there will be a stabilization period of one year. After the initial stabilization period, the Chair and Vice Chair will subsequently serve for a two-year term. Every two years, the committee will elect one (or two) members to serve as Chair/Vice Chair from within its membership. In the event of a tie, the Vice Chair for Diversity and Justice will cast the deciding vote.

After the initial stabilization period, committee members will serve in two-year terms. Committee members will serve a maximum of three terms, or six years total. At least two new committee members from outside will be selected to refresh the composition of the group every two terms (every four years). Committee members will be chosen by the Chair/Vice Chairs of the Department of Medicine after eliciting broad faculty recommendation. Membership in the Committee will be balanced with regards to gender, racial, and ethnic identities in line with the “University of Colorado Department of Medicine Equity and Inclusion Policy for Department Committee Membership”. Membership in the Committee will also be balanced with regards to profession, degree, specialty, and professor rank, as best as this can be achieved.

Each Committee member will have one vote. In the event of a tie, the Chair will break the tie (or Vice Chair if the Chair is unavailable). If that is not possible, the Vice Chair for Diversity and Justice will cast the deciding vote. Non-members will be invited to attend meetings but will not be able to vote.

### ***Authority***

The Equity Oversight Committee will have oversight over all DOM standing, ad-hoc, or search committees with respect to committee composition, diversity/equity issues, and other areas outlined in the “University of Colorado Department of Medicine Equity and Inclusion Policy for Department Committee Membership”. The EOC will not have direct oversight over division-level committees,



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but may recommend committee diversity/equity recommendations to division or department heads. The EOC will be separate from the Program to Advance Gender Equity (PAGE) but may collaborate with PAGE leadership. The EOC will report to the Vice Chair for Diversity of Justice and the Chair of Medicine.

### ***Responsibilities***

The EOC will be responsible for implementation of the “University of Colorado Department of Medicine Equity and Inclusion Policy for Department Committee Membership” as well as enforcement of this policy. The EOC will collect and analyze DOM committee composition data and make recommendations to committee chairs in a manner consistent with the aforementioned policy. The EOC will follow up on these recommendations and take appropriate escalation steps as needed (to the Vice Chair for Diversity and Justice and the DOM Chair). The EOC will ensure that all actions are in line with the aforementioned policy, and that any recommendations or actions are transparent and equitable in nature.

### ***Meetings***

The EOC will initially meet monthly to enact the “University of Colorado Department of Medicine Equity and Inclusion Policy for Department Committee Membership” and to collect and analyze data. After this initial phase is complete, the EOC will meet on a quarterly basis. A simple majority of members present for a meeting will constitute a quorum. Minutes will be collected and distributed to the EOC members and the Vice Chair for Diversity and Justice (freely available to other non-committee members by request). The EOC will present to the DOM Division Heads and the Chair of Medicine annually.

Drafted and approved by:

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