

By-Laws

Diversity, Equity and Inclusion Council

University of Kentucky, College of Medicine, Department of Behavioral Science

i. Preamble:

- i.1 Established in 2019, the Diversity, Equity, and Inclusion Council is an action-oriented group composed of a diverse representation of six faculty members and two staff members from the Department of Behavioral Science. The DEI Council will provide leadership, accountability, and recommendations to create a more diverse, equitable, and inclusive environment within the Department of Behavioral Science. Council definitions:
 - i.1.1 Diversity as a core value embodies inclusiveness, mutual respect, and multiple perspectives and serves as a catalyst for change. In this context, the DEI Council is mindful of all aspects of human differences such as socioeconomic status, race, ethnicity, language, nationality, sex, gender identity, sexual orientation, religion, geography, disability, and age.
 - i.1.2 Inclusion is a core element for successfully achieving diversity. Inclusion is achieved by nurturing the climate and culture of the institution through professional development, education, policy, and practice. The objective is creating a climate that fosters belonging, respect, and value for all and encourages engagement and connection throughout the department.
 - i.1.3 Equity is a condition achieved when everyone has the opportunity to attain their full potential and no one is disadvantaged from achieving this potential because of their social position or other socially-determined circumstance.
- i.2 The DEI Council's mission is grounded in broad principles of diversity, equity, and inclusion as they relate to academic medicine, and more specifically behavioral science.
 - i.2.1 The DEI Council will embody inclusiveness, mutual respect, and multiple perspectives and take into account all aspects of human differences as it seeks to support the Department of Behavioral Sciences mission of education, research, service, practice, and all other-related scholarly activities.
 - i.2.2 The DEI Council will promote and engage in a culture and climate that fosters belonging, respect, engagement, and value for all through research, education, service, and practice.
 - i.2.3 The DEI Council will advocate for equitable recognition, compensation, and opportunities for staff, students, and faculty.
 - i.2.4 The DEI Council will support the mentoring, career development, and advancement of faculty, staff, and students.

- i.3 The DEI Council goals and responsibilities include:
 - i.3.1 Attain a diverse environment through recruitment, hiring, and retention of faculty, staff, and students from under-represented groups.
 - i.3.1.a Representation of at least one DEI Council member on faculty search committees.
 - i.3.1.b. Representation of at least one DEI Council member on graduate admissions and review committees.
 - i.3.1.c. Representation of at least one DEI Council member on all other Department of Behavioral Science standing and ad hoc committees.
 - i.3.2 Enhance inclusive engagement and collaboration of faculty and staff.
 - i.3.3 Supporting the educational mission of the Department of Behavioral Science by encouraging and providing tools for faculty to integrate diversity, equity, and inclusion into the educational curricula, including all teaching and mentoring activities
 - i.3.4 Supporting the research mission of the Department of Behavioral Science by highlighting inequities and deficiencies in departmental research activities and providing feedback and practical tools for the integration of diversity, equity, and inclusion into the research activities and agenda of departmental faculty.
 - i.3.5 Supporting the service mission of the Department of Behavioral Science through the promotion of community-service related activities and outreach for staff, students, and faculty engagement.
 - i.3.6 Establish an Excellence in Equity, Diversity, and Inclusion Faculty Recognition Award
 - i.3.6.a Awarded annually in the Spring to a faculty member who demonstrates exemplary leadership and efforts to support and create a diverse and inclusive workplace, along with an educational environment where learners can understand the needs of diverse individuals, including work in health disparities or with underserved populations. Recipients may demonstrate this commitment across a wide range of activities including: efforts to support recruitment and retention of diverse faculty and/or trainees; teaching and/or research that expand our understanding of equity and inclusiveness; creation/promotion of multicultural programming; community outreach activities; or other activities in the area of equity, diversity, and inclusion.
 - i.3.6.b Award amount \$500 to be presented as a cash award or be used to support the research, service, teaching efforts or professional development, per the discretion of the faculty awardee.

- i.3.7 Establish an Excellence in Equity, Diversity, and Inclusion Staff Recognition Award
 - i.3.7.a Awarded annually in the Spring to the individual who demonstrates exemplary leadership and efforts to support and create a diverse and inclusive workplace and community through service-related engagement activities.
 - i.3.7.b Award in the amount of \$500 to be presented as a cash award or professional development activities.

- i.3.8 Establish an Excellence in Equity, Diversity, and Inclusion Graduate Student Recognition Award.
 - i.3.8.a Awarded annually in the Spring to a graduate student who demonstrates exemplary leadership and efforts to support and create a diverse and inclusive academic environment where learners can understand the needs of diverse individuals, including work in health disparities or with underserved populations. Recipients may demonstrate this commitment across a wide range of activities including: efforts to support recruitment and retention of diverse trainees; teaching and/or research that expand our understanding of equity and inclusiveness; creation/promotion of multicultural programming; community outreach activities; or other activities in the area of equity, diversity, and inclusion.
 - i.3.8.b Award in the amount of \$500 to be presented as a cash award or be used to support a student's research project, tuition, or other scholarly activity (including grant support, writing projects and/or publication).

- i.3.9 Bi-annually conduct a departmental climate survey to track and evaluate all aspects of the departmental climate as it relates to diversity, equity, and inclusion mission, goals, and activities.

- i.3.10 Review the Departmental of Behavioral Science Vision, Mission, and Values statements to ensure adequate and contemporary integration of diversity, equity, and inclusion statements.

- i.3.11 Establish a Department of Behavioral Science DEI Student Travel Award
 - i.3.11.a Awarded annually in the Fall to support student travel to conference where she/he may be presenting work related to diversity, equity, and inclusion (broadly defined) or to attend a conference focused on further education and engagement in diversity, equity, and inclusion.
 - i.3.11.b Award in the amount of \$500 to cover conference registration, air/ground travel, hotel, or per diem. Covered expenses to be coordinated with BSC administrative staff.

Article I: Name

- I.1 The name of the Council shall be the Diversity, Equity, and Inclusion Council or the DEI Council.

Article II: Membership

- II.1 All faculty and staff in the department of Behavioral Science shall be eligible to serve on the DEI Council.
- II.2 All faculty and staff members of the DEI Council must commit to attending at least 75% of all DEI Council meetings over the period of year. If attendance falls below 75%, it will be recommended by the DEI Chair that the member resign from the Council and voted by the majority of the Council in favor of.

Article III: Governance

- III.1 The governance of the DEI Council and the management of its affairs shall be vested by the Behavioral Science Department Chair.
- III.2 The composition of the DEI Council shall be:
 - III.2.1 Chair (Chair serves as the formal Departmental Representative to the COM Associate Dean for Diversity & Inclusion)
 - III.2.2 Immediate Past Chair (when applicable)
 - III.2.3 Chair-Elect (when applicable)
 - III.2.4 Six faculty representatives
 - III.2.5 Two staff representatives
 - III.2.6 Two graduate student representatives (upon such a time a formal process of engagement has been established under the leadership of the Behavioral Science Director of Graduate Studies and/or Department of Behavioral Science Education Committee).
 - III.2.6.i One graduate student from the CTS graduate program.
 - III.2.6.ii One non-CTS enrolled graduate student engaged in research with Department of Behavioral Science faculty.
- III.3 Terms of Office
 - III.3.1 Initial founding members shall serve 2 academic-year terms starting July of the academic year.
 - III.3.2 All other members shall serve 2 academic-year terms beginning with date of appointment.
 - III.3.3 A member may be reappointed to serve one additional consecutive term.
 - III.3.4 After one cycle off of the DEI council a faculty or staff member may be reappointed to serve additional terms.
 - III.3.5 Nominations shall be handled by the full committee.

- III.4 Reporting to the Department of Behavioral Science Chair
 - III.4.1 Annual goals and metrics will be developed.
 - III.4.2 A report of annual goals, metrics, and other activities of the Council shall be reported to the Department Chair at the end of each academic year.
- III.5 Reporting to the College of Medicine's Associate Dean for Diversity and Inclusion
 - III.5.1 A report of annual goals, metrics, and other activities of the Council shall be reported to the College of Medicine Associate Dean for Diversity and Inclusion.
- III.6 Annual and Periodic Behavioral Science Website Updates
 - III.6.1 An abbreviated report of annual activities of the Council shall be updated and highlighted on the Department of Behavioral Science website.

Article IV: Meetings

- IV.1 Meetings of the DEI Council shall be held upon such dates as determined by the full committee.
 - IV.1.1 Meetings of the DEI Council shall occur at least once per quarter.
 - IV.1.2 Members of the DEI Council are expected to attend at least 75% of the meetings unless absences exceeding this rate can be justified.
- IV.2 Code of Conduct: Robert's Rules of Order shall be acceptable as a parliamentary guide in the deliberations of the organization.

Article V: Amendments

- V.1 Proposed amendments to the by-laws may be submitted in writing to the DEI Council by any member.
- V.2 Proposed amendments shall be voted upon by the DEI Council and shall require approval of two-thirds the members.
- V.3 Amendments shall be reviewed annually by the DEI Council for contemporary relevance.

Article VI: Records

- VI.1 The DEI Council shall keep correct and complete minutes of meetings to be distributed to all Council members.

Article VII: Nominations

- VII.1 Nominations shall be held every year in June to appoint DEI Council vacancies.
- VII.1 Nominations shall be solicited from all Behavioral Science Department faculty and staff. (Nominations of students will be solicited from all graduate students enrolled in the CTS graduate program and Behavioral Science Department faculty research mentors upon such time as the DEI Council opens the Council up to graduate students.)