**National Equity, Diversity, and Inclusion Commission**

**Background**: In the Fall of 2020, members of ACAPT identified an urgent need to establish an entity charged with establishing a more diverse, equitable, and inclusive community within our educational programs to answer the charge of the Institute of Medicine, NIH, and CDC to provide equitable health care to our patients. The formation of a Commission was proposed and approved by the majority of the ACAPT membership at its Annual Business Meeting on October 16, 2020. The following outlines the responsibilities and structure of this Commission.

**Purpose**: The purpose of the Commission shall be to

1. Lead ACAPT in developing effective initiatives to support member institutions with efforts to increase the representation of racial and ethnic minority students and faculty;
2. Create new anti-racist and anti-bias policies and programming that will stimulate academic programs to strive for equity, diversity, and inclusion and support them in that effort; and
3. To work collaboratively with the DEI consortium to promote diversity, equity, and inclusion within physical therapist education.

**Objectives**: To increase enrollment, retention, and graduation of racial and ethnic minority students (Black, Native American or Tribal Groups, Alaska Native, Native Hawaiian, and Latinx) in physical therapist professional education programs and increase the number of racial and ethnic minorities among faculty and leadership in professional education.

The Commission shall develop clear goals that will foster the emergence of historically marginalized leaders and will give them the resources they need to move our profession forward.

**The charge to the Commission will be:** In accordance with the objectives outlined in the approved motion mentioned above, the following outline the key charges to the Commission:

1. Review and prioritize the recommendations from the 2016 Final Report from the Diversity Task Force,
2. Provide budget estimates to fund the 2016 recommendations,
3. Suggest new recommendations for action beyond the 2016 recommendations with associated budget estimates,
4. Submit a report by June 2021 to the ACAPT Board of Directors that includes the Commission’s 5-year plan to address the identified priorities with associated budget requests, and
5. Submit a report to the ACAPT membership at the Annual Business Meeting at ELC in 2021 detailing the Commission’s approved 5-year plan, budget, and progress to date.

The priorities should include those that can be accomplished within a 1-2-year timeframe (short-term activities and initiatives) and those that will take 3-5+ years (longer-term activities and initiatives).

**Composition**: The Commission shall be comprised of the following:

1. The Chair of the ACAPT Diversity, Equity, and Inclusion Consortium who will serve as a co-chair with
2. One member of the ACAPT Board of Directors, appointed by the President of the Board
3. One member of faculty
4. One Director of Clinical Education
5. One Academic Administrator affiliated with a physical therapist education program\*

*\* An academic administrator may be a director, chair, vice-dean, assistant dean, dean, etc.*

**Commission Members:**  Three Commission members will be elected, whereas the Co-chairs are the Chair of the DEI Consortium and the other is an appointed member of the Board of Directors. All members must each be an “Individual Member” of an ACAPT member institution, as defined in the ACAPT bylaws.

**Election and Tenure:**

1. After the initial formation, members of the Commission shall assume office at the ACAPT Annual Business Meeting in the year in which they are elected.
2. The term of office of each member of the Commission, whether elected or appointed, shall be for three years or until a successor is elected.
3. No person shall serve more than two complete consecutive terms on the Commission. A member who has completed their terms of office is eligible to run again after taking off at least one election cycle.
4. A complete term for a member of the Commission shall be defined as 3 years.

**Transitional Proviso:** The following terms shall apply to the inaugural members of the Commission in order to facilitate staggered terms:

* 1. The Chair of the DEI Consortium who will serve as Co-Chair of the Commission shall conclude their term in October of 2022, at which point the newly elected Chair of the Consortium shall assume this Co-Chair position. The next 3-year term of service shall be from October 2022-October 2025.
  2. The Co-chair of the Commission appointed by the Board shall conclude their term in October of 2023. The President of the Board shall have the authority to re-appoint this individual should they be re-elected to the Board for a second term or appoint another member of the Board to serve as Co-Chair along side the Chair of the DEI Consortium. The next 3-year term of service shall be from October 2023-October 2026.
  3. The Faculty Representative elected in 2021 shall serve until October 2024, at which point the Faculty Representative may apply for re-election. Whether re-elected or a newly elected officer assumes this position, the 3-year term of service shall be October 2024-October 2027.
  4. The Director of Clinical Education elected in 2021 shall serve until October 2024, at which point the Director of Clinical Education may apply for re-election. Whether re-elected or a newly elected officer assumes this position, the 3-year term of service shall be October 2024-October 2027.
  5. The Academic Administrator elected in 2021 shall serve until October 2024, at which point the Academic Administrator may apply for re-election. Whether re-elected or a newly elected officer assumes this position, the 3-year term of service shall be October 2024-October 2027.

The following page presents a visual graph of the terms of service of the first six years of the Commission.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | October 2021 | October 2022 | October 2023 | October 2024 | | October 2025 | October 2026 | October 2027 |
| Chair of the DEI Consortium | Term ends Oct 2022 | |  | | | | | |
|  | Newly elected serves Oct 2022-Oct 2025 | | | | |  | |
| Member of the Board | Term ends Oct 2023 | | |  | | | | |
|  | | Newly appointed serves Oct 2023-Oct 2026 | | | | |  |
| Faculty Representative | Term ends Oct 2024 | | | | |  | | |
|  | | | Newly elected serves Oct 2024-Oct 2027 | | | | |
| DCE Representative | Term ends Oct 2024 | | | | |  | | |
|  | | | | Newly elected serves Oct 2024-Oct 2027 | | | |
| Academic Administrator Representative | Term ends Oct 2024 | | | | |  | | |
|  | | | | Newly elected serves Oct 2024-Oct 2027 | | | |

**Vacancies:** The Board of Directors shall fill any vacancy by appointing a person to serve for the remainder of the term. The appointed individual shall be eligible to be elected to two additional terms.

**Timeline and Reporting Requirements:**

* Form an initial action plan and priority list within 3 months of assuming office and present it to the Board of Directors for review. The action plan should include a recommended list of additional resource persons with expertise and/or additional perspective in D, E, & I issues. One individual must have formal training and/or occupy an institutional position responsible for diversity, equity, and inclusion.
* Present a quarterly progress report to the Board that shall include references and collaborations

**Ongoing Responsibilities**: The Commission shall:

* Meet monthly via conference calls to review tasks completed and next steps to meet deadlines and objectives
* Report progress/updates to the Board of Directors monthly
* Seek input and collaboration from The Diversity, Equity, and Inclusion (DEI) Consortium’s membership who will help to provide an infrastructure to support the emergence of new leadership.

**Guiding Principles**: Members of the Commission shall

* Remain in compliance with ACAPT’s antitrust guidelines
* Avoid any conflicts of interest and notify other members of the Commission should any conflicts develop
* Not involve any commercial interests
* Engage multiple individuals in physical therapy education (e.g., those who contribute and benefit therefrom)
* Address issues within identified timelines
* Endeavor to work toward a positive impact for all parties involved
* The co-chairs, faculty member, and DCE must be individual members of ACAPT member institutions in good standing. The other elected or appointed members of the Commission might not be eligible for individual membership and are therefore not required to be members of ACAPT.

**References**: The Commission will be guided by [ACAPT’s Diversity Task Force Report](https://acapt.org/docs/default-source/reports/diversity-task-force-final-report.pdf?sfvrsn=6249b3d8_2). The Commission may refer to other resources such as [The Black Rehabilitation Manifesto](http://www.ujimainstitute.com/black-rehabilitation-manifesto.html) or other external documents deemed relevant to the work.

**Resources**: The following resources will be made available

* Support of ACAPT Staff
* Use of ACAPT’s Basecamp for dialogue, document sharing, and project management
* Use of an ACAPT conference call line
* Use of ACAPT’s SurveyMonkey account
* Dedicated funding within the ACAPT budget as determined by the Board of Directors
* Additional resources as may be requested and upon approval of the Board of Directors

**Copyright Assignment**: Applicants seeking election to the Commission will be asked to complete an assignment of copyright to ACAPT along with their consent to serve.