

## University's Self-Assessment Team Terms of Reference

### **1. Background**

The University's Self Assessment Team (USAT) aims to promote and advance gender equality across the University through an Athena SWAN charter. By being part of Athena SWAN, we have committed to a progressive charter; adopting its principles within our policies, practices, action plans and culture.

### **2. Terms of Reference**

USAT has been established to:

- a) Oversee, guide, prepare and submit University's Athena SWAN application, and;
- b) Design, deliver and monitor the University's Action Plan.

To achieve this, USAT will:

- a) Scrutinize and comment on data and other quantitative and qualitative information in order to identify key findings, gaps and areas for action planning and further research;
- b) Identify and recommend suitable priorities, actions and objectives to be included in the Action Plan;
- c) Establish robust measures to monitor progress against the Action Plan;
- d) Report on progress made against the Action Plan within the organization;
- e) Provide a forum for the sharing of best practice from within and outside of the University;
- f) Support departmental Athena SWAN Award applications;
- g) Promote gender equality and a culture that values all staff and students.

### **3. Frequency of Meetings**

USAT will meet four times per academic year, and more often as required when submitting for new awards/renewals at institutional level.

### **4. Reporting**

The Athena SWAN Self Assessment Team will report to Equality, Diversity and Inclusion Committee and Council (through an annual Athena SWAN report and oral update to Council).

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### **5. Membership**

The membership can be reviewed at any time and USAT may invite others to attend meetings on an ad hoc basis, and/or establish working groups to advance its objectives. In addition to core members of USAT, membership will be extended to staff and students whose expertise and advice USAT will rely on regularly to inform our strategy, priorities and action plan – these members of USAT will be part of extended ‘advisory’ team. Members of advisory team will advise USAT and be invited to meetings, however, meeting attendance is optional and advisors can feed in via Teams group or email if preferred.

Athena SWAN recommends that the Self-Assessment Team should have a diverse membership, covering different levels of the institution, including representation from professional services, academics and students. Where possible, we’ll seek that the team’s cumulative experience include:

- i) balancing home responsibilities and work (part-time/flexible working/career breaks)
- ii) dual-career families, single parents
- iii) recent experience of recruitment and promotion processes
- iv) different stages of career (particularly early and mid-career stage)
- v) senior management
- vi) aim for representation from a wide range of [protected groups](#), particularly from the groups currently most underrepresented at the University, such as Black and Minority Ethnic (BME), LGBT and disabled people.

### **Membership Responsibilities**

- Members must maintain the confidentiality of sensitive information
- Members are expected to actively contribute to meetings and tasks
- Members are encouraged to attend events organised by USAT
- Members are expected to act as a champion for Athena SWAN in their own area.