



AS-01-ToR

University of Sussex Athena Swan institutional Self-Assessment Team (SAT) Terms of Reference

The Athena Swan Self-Assessment Team's aim is to promote and advance gender equality across the University. The Athena SWAN Self-Assessment Team is committed to addressing the Charter principles.

Membership

PVC for Education and Students (Chair)

Assistant Director of HR (Culture, Equality and Inclusion)

Assistant Director of HR (OD, Culture and Wellbeing)

Athena Swan leads from all Schools engaged in the Athena Swan process

Head of Corporate Communications

Planning Officer (EDI data)

Research Staff Officer

2 x Early Career Researcher representatives

2 x PhD representatives

Equality Charter Manager (secretary)

The Chair may invite others to attend meetings on an ad hoc basis, and/or establish working groups to advance the work of the SAT.

Membership of the SAT will be reviewed every 3 years to ensure that it remains diverse and covers different levels of the institution, including representation from professional services, academics and students.

Role of Group Members

- To communicate and champion Athena Swan work and Charter with colleagues within their School/PS Division and area of work/influence.
- To actively contribute to the work of the SAT, including participating in sub-groups, and attend events and training organised by the group.
- To oversee, guide, prepare and submit the University's institutional Athena Swan applications
- To design and monitor implementation of the University's gender equality Action Plan.
- To collect, analyse and coordinate EDI data (quantitative and qualitative) in order to support actions and activity relating to the Athena Swan action plan



AS-01-ToR

- To consider the intersection of gender, ethnicity and other protected characteristics in terms of underrepresentation across the University and ensure all actions and initiatives developed are reflective of this
- To provide a forum for the sharing of best practice from within and outside the University
- To develop effective communication and engagement plans to embed Athena Swan principles across the University
- To explore the short and long-term impact of Covid-19 and its repercussions on career progression, recruitment and work-life balance
- To maintain confidentiality in respect of personal information including data
- To attend all meetings where possible and nominate a substitute if they cannot attend

Frequency of Meetings

Meetings take place four times per academic year, and more often as required when submitting for new awards/renewals at institutional level. Meetings will be minuted and distributed to SAT members.

Reporting

The Athena Swan institutional SAT reports to the Inclusive Sussex Programme Board (ISPB).