1. Governance Structure

Monash University Athena SWAN Committee (‘Committee’) reports to the Equity, Diversity and Inclusion Committee, which reports to the Vice-Chancellor’s Executive Committee (VCEC).

2. Purpose

The Monash University Athena SWAN Committee was established to:

a) Oversee, prepare and submit Monash University’s Bronze Award application (2016-2018)

b) Oversee the implementation of Monash University Athena SWAN Action Plan (2018-2021)

c) Oversee, prepare and submit Monash University’s Silver Award application (2022-2025)

d) Continue driving positive change in advancing gender equality, as well as diversity and inclusion initiatives across the University, and to contribute to the implementation of the Gender Equality Action Plan (2022-2025).
3. Responsibilities

The Committee will:

(i) Formulate and drive the implementation of Athena SWAN initiatives while taking into consideration the wider context of Monash University gender equity strategy.
(ii) Coordinate the collection and analysis of quantitative and qualitative data to identify challenges and opportunities that will feed into action planning and advancing gender equality across the University.
(iii) Oversee, monitor and report on progress of Athena SWAN-led actions and initiatives.
(iv) Support faculties in developing and implementing activities aimed at advancing gender equality and inclusive culture.
(v) Facilitate information sharing within faculties and act as a channel for communication with senior management on gender equity matters as well as diversity and inclusion more broadly.

4. Membership

The Committee shall include:

Ex-officio members:

- Athena SWAN Project Lead & Chair
- Manager, Staff Equity Diversity and Inclusion
- Senior Advisor Staff Equity Diversity and Inclusion
- Chairs of Faculty gender equity/diversity & inclusion committees, or faculty representatives:
  - Arts
  - Business and Economics
  - Biomedicine Discovery Institute
  - Education
  - Engineering
  - Information Technology
  - Law
  - Medicine, Nursing and Health Sciences
  - Monash Arts, Design and Architecture
  - Pharmacy and Pharmaceutical Sciences
  - Science
- Chair of STEMM Women Academic Network
- Monash University Malaysia representatives
- Learning and Events Coordinator, Monash HR
- Monash Graduate Association representative

Additional members

The Committee strives to achieve a gender diverse membership with diversity of perspectives, experiences and career stages. Additional members will be invited to join (by the Chair) to ensure representation from all levels of the academic community, ranging from a postgraduate student to a Dean. Where possible, the team’s cumulative experience should include career interruptions, managing care giving responsibilities, working part-time, employed on different types of contracts, recent experience with recruitment or academic promotion, being from a culturally and/or linguistically diverse background.
Replacement of a member will be by invitation from the Chair in consultation with relevant stakeholders.

6. Procedures

(i) Athena SWAN Committee may co-opt members as required
(ii) Athena SWAN Committee will meet four times per year or as required
(iii) Athena SWAN Committee will strive to achieve 40:40:20 gender representation

7. Executive Support

Provided by Monash HR.

8. Monitoring and Review

Athena SWAN Committee's Terms of Reference will be subject to annual review.