Athena SWAN Committee (“Self-Assessment Team”)

Terms of Reference

1. Governance Structure

Monash University Athena SWAN Committee (‘Committee’) reports to the Diversity and Inclusion Committee, which is chaired by the Vice-Chancellor and 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
b) Oversee the implementation of Monash University Athena SWAN Action Plan (2018-2021)

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 made against the Athena SWAN Action Plan within the organisation.
(iv) Support STEMM faculties in developing and implementing activities aimed at advancing gender equality and inclusive culture.
(v) Facilitate information sharing within STEMM faculties and act as a channel for communication with senior management on gender issues.
4. Membership
The Committee shall include:

**Ex-officio members:**

- Athena SWAN Project Lead & Chair
- Manager, Staff Equity and Diversity
- Chairs or delegates of gender equity/diversity & inclusion committees:
  - Biomedical Sciences
  - Engineering
  - Information Technology
  - Medicine, Nursing and Health Sciences
  - Pharmacy and Pharmaceutical Sciences
  - Science
- Senior HR Representative
- Strategic Communication Advisor
- Monash Postgraduate Association representative – STEMM Discipline

**Additional members**

The Committee strives to achieve a gender balanced 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 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 for gender balanced membership with a minimum 40% representation of male and female members.

7. Executive Support
Provided by Monash HR.

8. Monitoring and Review
Athena SWAN Committee’s Terms of Reference will be subject to annual review.

Last updated: March 2020