

## Terms of Reference for the ECU Athena SWAN Charter Committee

The ECU Athena SWAN Charter Committee (the 'Committee' or 'ECUASCC') will oversee all aspects of ECU's involvement with the Science in Australia Gender Equity (SAGE) Initiative and the Athena SWAN Charter, including the Australian Pilot.

### Membership\*

The membership of the Committee will comprise:

- Professor Cobie Rudd, Deputy Vice-Chancellor (Strategic Partnerships) (Committee Chair)\*\*;
- Professor Caroline Finch, Deputy Vice-Chancellor (Research);
- Professor Braden Hill, Pro-Vice-Chancellor (Equity and Indigenous) and Head of Kurongkurl Katitjin;
- Ms Jenny Robertson, Director Human Resources Services Centre;
- Professor Daryoush Habibi, Executive Dean, School of Engineering;
- Professor Andrew Woodward, Executive Dean, School of Science
- Associate Professor Matthew Byrne, Associate Dean, School of Education;
- Ms Christine Gunson, Manager of Strategic HR; Human Resources Service Centre;
- Professor Daniel Galvao, Co-Director (EMRI), School of Medical and Health Sciences;
- Ms Lyn Farrell, Dean, SW Campus;
- Professor Joe Luca, Dean, Graduate Research School; and
- Associate Professor Mark Lund, School of Science (Self-Assessment Team Chair)\*\*\*;
- Associate Professor Sophia Nimphius, School of Exercise and Health Sciences;
- Co-opted member(s) \*\*\*\*

\* Members need to personally subscribe to the Charter and attend meetings; proxies are not an option, but in specific and unforeseen circumstances, an individual may stand-in at a meeting through prior agreement by the Chair.

\*\* The Chair is appointed by, and accountable to, the Vice-Chancellor.

\*\*\* The Self-Assessment Team Chair is appointed by, and accountable to, the Committee Chair.

\*\*\*\*Through the Committee Chair, the Committee may co-opt members for a fixed period of time to assist in oversight of specific activities, projects or phases of the Pilot and in turn, ongoing accreditation.

### Executive

The Committee Chair will, from time to time, appoint a gender-balanced Executive comprising the Committee Chair and three Committee members (n=4) to deal with urgent business, consistent with the Committee's responsibilities, needing resolution prior to, or following meetings of the Committee. Notes concerning decisions taken by the Executive will be circulated for information and confirmation at the next meeting of the Committee.

### Roles and Responsibilities

The Committee will be responsible for:

- Overtly demonstrating as individuals, and as a Committee, a commitment to the Athena SWAN Charter principles (Attachment 1);
- Ensuring a whole of institutional focus on the intersection of gender with other social characteristics such as ethnicity, race, age and disability status;

- Identifying data sources and supporting staff in data gathering, analysis and evaluation for the Pilot;
- Identifying any weaknesses or shortcomings in ECU's gender equity standards, policies and practices;
- Reviewing ECU's Institutional Application to participate in the SAGE Pilot of Athena SWAN in Australia;
- Assisting in identifying and presentation of the evidence of gender diversity required for the Pilot and ongoing accreditation;
- Supporting ECU as an organisation, and in turn, at the organisational unit level, to successfully engage in the Pilot based on the current gender equity activities taking place at ECU;
- Developing and implementing plans including promotion to improve gender equity at all levels within ECU, as well as for students;
- Nominating peer reviewers to participate in moderation panels to assess Athena SWAN accreditation;
- Overseeing ECU's action on recommendations identified in the SAGE Pilot, including challenges and opportunities for gender equity, when renewing Athena SWAN membership and accreditation;
- Participating in interviews and workshops with an independent evaluator during the evaluation of the Pilot, as required; and
- Contributing to, reviewing and endorsing ECU's application for institutional accreditation with Athena SWAN at Bronze level (in first instance but later Silver or Gold), based on demonstrated improvements in gender equity over the course of the two year Pilot.

### Reporting

- The Self-Assessment Team Chair will report to the Committee Chair and in turn the Committee;
- The Committee will report to the Vice-Chancellor through the Committee Chair.
- The Self-Assessment Team Chair will provide regular reports to the Committee (as requested via the Secretariat);
- The Committee will provide regular reports to the Vice-Chancellor for the ECU Council (as requested).
- The Committee will provide periodic reports to the Equity Committee and Quality, Audit and Risk Committee of ECU's Council and University Executive (if, and as requested).

### Meetings

The Committee will meet on a quarterly basis. In addition to the scheduled meetings, a special meeting may be convened at any time by the Chair.

### Pilot participation and Committee Support

A Project Coordinator will be appointed to support ECU's development of an Application for the SAGE Pilot of Athena SWAN in Australia; ECU's participation in the Pilot; and to undertake day-to-day operational activities. This position will also serve as the Executive Officer to the Committee and the Self-Assessment Team (SAT).

**Endorsed vers5: 24/07/19**