

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) Limited. Initiative and the Athena SWAN Charter.

Membership is by invitation and determined by the Chair, Deputy Vice-Chancellor (Regional Futures) and the Vice-Chancellor in consultation with the ECUASCC.

Membership*

The membership of the Committee will comprise:

- Professor Cobie Rudd, Deputy Vice-Chancellor (Regional Futures) (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 Lyn Farrell, Dean, SW Campus;
- Associate Professor Mark Lund, School of Science (Self-Assessment Team Chair)***;
- Professor Sophia Nimphius, Professor of Human Performance, School of Medical and Health Sciences;
- Associate Professor Jonathan Paget, Western Australian Academy of Performing Arts;
- Mr Marko Remes, Manager, International Business Operations; and
- 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 the oversight of specific activities, projects or phases 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 any SAGE Athena SWAN submissions;
- Identifying any weaknesses or shortcomings in ECU's gender equity standards, policies and practices;
- Reviewing ECU's Institutional Applications as part of SAGE Athena SWAN in Australia;
- Assisting in identifying and presentation of the evidence of gender diversity required for the Athena SWAN Bronze Award requirements and any ongoing accreditation;
- Supporting ECU as an organisation, and in turn, at the organisational unit level, to successfully engage in the Athena SWAN Bronze Award requirements 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 as part of the Athena SWAN Bronze Award application, including challenges and opportunities for gender equity, when renewing Athena SWAN membership and accreditation;
- Participating in interviews and workshops with an independent evaluator as required; and
- Contributing to, reviewing and endorsing ECU's application for institutional accreditations with Athena SWAN at the Bronze level and as part of the SAGE Silver Pathway (later Gold), based on demonstrated improvements in gender equity throughout ECU's Athena SWAN journey.

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); and
- The Committee will provide periodic reports to the Equity and Diversity 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 regular basis, at least six (6) meeting per year. In addition to the scheduled meetings, a special meeting may be convened at any time by the Chair.

Silver Pathway participation and Committee Support

A Program Manager – Athena SWAN has been appointed to support ECU's implementation of the Athena SWAN Bronze Award and targeted Action Plan; the development of five applications for the SAGE Cygnet Awards; the development of the SAGE Institutional Silver Award; 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 vers7: 17/02/21