

Governance

Advisory/Management Committees



THE UNIVERSITY
of ADELAIDE

SELF ASSESSMENT TEAM - SAGE ATHENA SWAN

Establishment

<i>When:</i>	September 2017
<i>By what authority:</i>	Established by the Vice-Chancellor in accordance with the Science in Australia (SAGE) Athena SWAN Pilot accreditation process.
<i>For what period:</i>	For the period of evaluation.

Role/Terms of Reference

<i>Terms of Reference:</i>	<p>The SAGE Athena SWAN Self-Assessment Team (SAT) has been established to:</p> <ul style="list-style-type: none">• Provide leadership, advocacy and support for the SAGE Athena SWAN pilot.• Oversee and provide guidance in preparation for award application.• Implement monitor and review the Action Plan resulting from successful accreditation.
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To achieve this the SAT will:

- Drive the implementation of the SAGE Athena SWAN initiative.
- Identify key findings, gaps and challenges for action planning and further research.
- Identify and recommend suitable priorities, actions and objectives for the implementation of an Action Plan.
- Document any concerns or barriers to gender equity arising out of the project which may require urgent attention.
- Keep senior management informed of the progress in the pilot through regular updates when required.
- Promote and communicate the aims, activities and achievements of the SAGE Athena SWAN project to staff and students across the University.
- Support action in faculties and across the University to implement SAGE Athena SWAN principles and integrate them with existing planning and reporting mechanisms.
- Contribute to the interpretation of data.
- Investigate the most informative means of presenting data in the narrative to allow the awards panel the maximum insight into the issues affecting the University.

- Ensure integration of the SAT within institutional and reporting structures.
- Understand and operate in accordance with the Athena SWAN principles.

The SAT reports into the Chair and Vice-Chancellor's Executive (VCE)

Accountability

The SAT reports to the VCE

Administration

The Chair is:

- By invitation of the Vice-Chancellor.
- Expected to serve the duration of the award accreditation process of 2 years.
- Responsible for ensuring the meetings run in an orderly fashion and all members are given the opportunity to express their opinions and have them considered.
- Expected to provide clear direction for the project and how it links with overall existing and emerging gender equity strategies.
- A champion and an advocate for the project at the executive level to secure buy-in by senior management community.
- Responsible for providing feedback on project status reports and provide regular updates to the Vice-Chancellor and VCE.
- Required to facilitate communication and reporting lines between the Core Project Team and SAT.
- Responsible for ensuring that the workload is appropriately and equitably distributed amongst members the SAT.

The Human Resource Project Officer (SAGE):

- Expected to serve the duration of the award accreditation process of 2 years.
- Responsible for taking and distribution of minutes and agendas.
- Responsible for consolidating SAT information (in consultation with committee members and Core Project Team) for the purposes of reporting and analysis.
- Responsible for correspondence relating to the committee
- Responsible for filing the agenda, minutes and associated papers.

Meetings

- The committee is required to meet at least three times a year in line with the SAGE accreditation requirements.
- Meetings will normally be pre-set and agenda items will be called via email.
- Agenda and minutes are to be written and distributed electronically by the Human Resource Project Officer (SAGE) of the committee and to be widely distributed by the committee members to their work areas.
- Should any member of the committee find a requirement to meet outside of the scheduled meetings a request should be made to the committee Human Resource Project Officer (SAGE).

- Should a member be unable to attend the SAT meeting, there will be no option to invite a proxy.

Minutes

- Minutes will be produced by the Human Resource Project Officer (SAGE) and distributed electronically to committee members. It is then the responsibility of the representatives to inform their work area within the University.

Confidentiality

- All members will exercise appropriate discretion with respect to information which is to be considered as privileged.

Training

- The Committee will have an opportunity to undertake training on an as-needs basis from SAGE Athena SWAN upon request to the Human Resource Project Officer (SAGE).

Review

- The structure and terms of reference for the SAT will be reviewed after the conclusion of the Bronze accreditation process.

Membership

Any categories prescribed:

- To include at least one representative from each of the institution's faculties in STEMM.
- To provide adequate representation while maintaining a manageable group size.
- The SAT should comprise a mixture of:
 - Grades and roles representing different stages of the career ladder. Particularly at the early and mid-career stages as well as senior decision-makers in STEMM.
 - Professional and support staff as well as academics and any consideration of gender balance, work-life balance arrangements or caring responsibilities.
- Members are nominated and invited by the Chair based on creating equity and diversity within the SAT.
- Resigning from the SAT will require written notice to the Chair.
- Replacement of a SAT member will be by invitation from the Chair in coordination with the Core Project Team.

Name	Position	Title	SAT Role	Email Address
Simon Clifton	Human Resources Manager, ECMS	Mr	Member	simon.clifton@adelaide.edu.au
Clinton Kempster	Lecturer, School of Dentistry	Dr	Member	clinton.kempster@adelaide.edu.au

Kathryn Lawrence	Gender Equity Advisor, HR	Ms	Member	kathryn.lawrence@adelaide.edu.au
Michael Liebelt	Interim Executive Dean, Sciences and Professor, School of Electrical and Electronic Engineering	Prof	Member	michael.liebelt@adelaide.edu.au
Stuart Matthews	Manager, School of Agriculture, Food and Wine	Mr	Member	stuart.matthews@adelaide.edu.au
Giang Nguyen	Senior Lecturer, School of Mathematics	Dr	Member	giang.nguyen@adelaide.edu.au
Victoria Pederick	Research Associate, School of Biological Sciences	Dr	Member	victoria.pederick@adelaide.edu.au
Dan (Shirley) Qu	HR Systems and Reporting Analyst	Ms	Member	shirley.qu@adelaide.edu.au
Elysia Ryan	Director, Human Resources	Ms	Member	elysa.ryan@adelaide.edu.au
Eileen Scott	Deputy Head, School of Agriculture, Food and Wine	Prof	Chair	eileen.scott@adelaide.edu.au
Claude Silvestri	HR Systems and Reporting Analyst	Mr	Member	claudio.silvestri@adelaide.edu.au
Claudia Szabo	Senior Lecturer, School of Computer Science	Dr	Member	claudio.szabo@adelaide.edu.au
Deborah Turnbull	Professor, School of Psychology	Prof	Member	deborah.turnbull@adelaide.edu.au

Gender Balance (not including chair) 58% Female, 42% Male

Reporting line: VCE

Quorum: The quorum for all Committees is half of the full membership plus one unless stated otherwise.

Procedures prescribed/determined itself: Determined Itself

Frequency of meetings: At least three times a year as determined by the SAGE Athena SWAN accreditation guidelines.

Contact person and phone/email Eileen Scott, eileen.scott@adelaide.edu.au

RMO File Number: