



School of Applied Sciences (SoAS)
Athena SWAN Self-Assessment Team (SAT)
Terms of Reference

Responsibilities:

The SoAS Gender Equality/Athena SWAN Self-Assessment Team is responsible for the collation and submission of applications for Departmental membership of the Athena SWAN Charter. It is responsible for developing and monitoring the associated Action Plan.

Remit:

1. To promote good employment practice and gender equality within the School's structure and culture, following the [key principles of the Athena SWAN Charter](#).
2. To maintain and progress School membership of the Athena SWAN Charter.
3. To develop, implement and monitor an Action Plan to deliver the aims of the Athena SWAN Charter within the school.
4. To engage with members of the school, via surveys and workshops (including women, LGBTQIA+ people and those experiencing other equality issues) to inform the School Athena SWAN submission and action plan.
5. To identify areas for improvement and make recommendations to the School Executive regarding actions to improve the representation, retention and progression of all within the School.
6. To communicate and champion with colleagues and students within the School, Faculty and wider University, the Athena SWAN Charter initiative.

Reporting:

The SoAS Athena SWAN SAT reports to the Applied Sciences Equity and Support meeting and the Senior Leadership Team, and when appropriate feeds information to the University Athena SWAN Steering Group. The SoAS Athena SWAN SAT shares its knowledge with colleagues and students within the School via student and staff facing publications and events. The SoAS Athena SWAN SAT also commits to sharing its approach and good practice with other Schools at UWE, via SAT Collaborative meetings, and across the sector via local, regional and national events.

Membership:

Membership of the SoAS Athena SWAN SAT will be reviewed annually. Members are designated areas of responsibility on the SAT team and additional members may be asked to present to the group around key areas of relevance.

We aim to create a gender and intersectionality balance on the SoAS SAT.

Members will sit on the SAT for a term of 5 years, after which opportunities will arise for other School members to join the SAT. Outgoing members will be permitted for one further term of up to 3 years duration.