

Athena SWAN Self-Assessment Team (SAT)

Terms of Reference

Purpose: The SAT will work as a group to drive forward the development and improvement of practical steps towards the advancement of equality. They will be responsible for substantial self-analysis and strive to ensure that the principles of Athena SWAN are embedded throughout the culture of the Department of Psychiatry

- 1) The SAT will consist of:
 - a) The Head of Department
 - b) The Departmental Administrator
 - c) The Departmental HR Manager
 - d) The Athena SWAN Academic Lead
 - e) The Departmental Communications Officer
 - f) The Deputy Director for Graduate Studies
 - g) Representative of Postdoctoral Research Assistants
 - h) Graduate Student Representative(s)
 - i) Representative(s) of Non-clinical Academics in the Department
 - j) Representative(s) of Clinical Academics in the Department
 - k) Representative of Support Staff

Postdoctoral Research Assistant and Graduate student representatives (g,h) will be recruited by advertising for volunteers. Academic members (i-k) will be nominated by the HoD, in consultation with the administrative workloads of eligible staff. The representative of Support Staff will be nominated by the Departmental Administrator.

Subject to approval, the SAT may co-opt up to three additional members for such periods as the committee shall deem appropriate.

All members of the SAT are expected to contribute in some way to the team and are encouraged to attend events organised by the team.

The Medical Sciences Division Athena SWAN Advisor will also be invited to attend SAT meetings.

- 2) In appointing members, the HoD and SAT will ensure that there is an appropriate gender balance
- 3) The SAT will be responsible for considering matters regarding
 - a) Upholding equality and diversity standards throughout the department
 - b) Student and staff training and development
 - c) Departmental processes and procedures relating to equality and diversity
 - d) Implementation of the Athena SWAN action plan
 - e) Data collection and analysis
 - f) Staff survey analysis and distribution
 - g) Preparing submission for Athena SWAN departmental award to the ECU
- 4) The SAT will report to the Department Senior Management Team via the Athena SWAN Academic Lead
- 5) The SAT will meet no less than 8 times per year