



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Terms of Reference

Athena Swan Self -Assessment Team

January 2024

Atlantic Technological University

Athena Swan Self-Assessment Team (SAT) Terms of Reference and Membership

Terms of Reference

The Athena Swan Self-Assessment Team's (SAT) aim is to promote and advance gender equality across the University. The SAT will;

- Engage and consult with staff and students on equality diversity and inclusion across the university – developing and analyzing the data from staff surveys which would address areas including gender and/or equality issues, work–life balance arrangements or caring responsibilities.
- Analyse and benchmark relevant university data (both qualitative and quantitative) on gender equality and intersectionality across the university.
- Building upon the progress made to date from previous action plans, Identify key gender equality issues/challenges faced by the university and propose an Athena Swan action plan to address issues identified, taking into account issues and areas of intersectionality.
- Measure and demonstrate the impact of previous/ongoing gender equality activity across the university including managing the implementation of the action plan.
- Oversee the process of university wide applications for Athena Swan Awards.
- Provide support to Faculties/Departments/functional areas in preparation of the Departmental Athena Swan applications.
- Act as 'champions' for the Athena Swan project in their department/area/campus, raising awareness and inspiring engagement of staff and students and encouraging active participation in the principles of the Athena Swan Charter

The University SAT will report to the EDI Steering Group.

Membership

As far as is possible, membership of the SAT should be representative of the University as a whole and as diverse as possible. The team should be gender balanced (a minimum of 40% male and 40% female), diverse in terms of ethnicity, ability/disability, work–life balance arrangements and/or caring responsibilities, career stages, and with representation from disciplines / colleges across the ATU.

The team should include individuals from professional services (including managers), academia (each Faculty should be represented), researchers and students, including different grades and locations. Where possible the team's **cumulative experience** should include:

- i) Sufficient expertise in the following areas:
 - a. gender and/or equality issues,
 - b. balancing home responsibilities and work (part-time/flexible working/career breaks),
 - c. recent experience of recruitment and promotion processes,
 - d. different stages of career (particularly early and mid-career stage), to be effective.
- ii) Individuals who have experience of in-depth analysis of qualitative and quantitative data and can lead on producing data sets
- iii) Institutional management responsibilities / senior management

Members of the SAT will attend and contribute at SAT meetings. Meetings will be scheduled monthly approximately during term time, with additional meetings and work as required by respective working groups. The SAT may invite others to attend meetings on an ad hoc basis, co-opt members and/or establish working groups to advance its objectives.

Chair

The SAT will be chaired by the Vice President with responsibility for Equality, Diversity and Inclusion or by any other member of the SAT, as agreed by the SAT.

Term of Office

Membership of the SAT will be reviewed as required with a view to refreshing the membership whilst retaining the required expertise and representative nature of the SAT.