Department of Health Sciences
Athena Swan Self-Assessment Team: Remit, Constitution & Membership

Objectives
- To lead the Athena Swan work within the department of Health Sciences
- To prepare Athena Swan (AS) submissions
- To actively promote and communicate the AS Charter within the department
- To link with university and college Athena Swan initiatives

Membership
- Team membership reflects the make-up of the research and academic staff within the department
- An open invitation to all research and academic staff will be made annually (to include new starters or others moving into categories below)
- Members include those:
  - with personal experience of balancing home/caring responsibilities and work/part time/flexible working/career breaks
  - from a dual career family (the partner does not have to be from a SET background)
  - with recent experience of the institution/department's recruitment and/or promotion processes
  - at different stages on the career ladder and particularly from those in early and mid-career
  - with departmental/management responsibilities/university responsibilities for e.g. staff development/ equal opportunities
  - with experience of similar exercises (AS from another institution)
- A quorum of members must be present before a meeting can proceed (n=6)
- Internal or external persons can be invited to meetings at the request of the chairperson on behalf of the committee to provide advice and assistance where necessary
- Team members will 'champion' AS work throughout the department, college and university through their contacts

Meetings
- Meetings will take place monthly and will last 1.5 hours up to submission and then quarterly post submission.

Minutes and Communication
- All meetings will be minuted and minutes posted on the open access area of the departmental website.
- AS will form a standing item on the Departmental Meeting Agenda, DMG Agenda and SAG Agenda.
- AS work will also be reported to the College Equal opportunities Committee.