

TERMS OF REFERENCE

Department of Biochemistry Equality and Diversity Panel

Introduction

The Athena SWAN Charter was developed to recognise and celebrate good practice in recruiting, retaining and promoting women in STEMM (Science, Technology, Engineering, Mathematics and Medicine) within Higher Education. In May 2015 the Equality Challenge Unit (ECU) expanded the charter to recognize work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles and for transgendered staff and students. The charter now recognizes work undertaken to address gender equality more broadly and not just barriers to progression that affect women. The Equality Challenge Unit continues to manage the Athena SWAN scheme nationally and the awards available remain as Bronze, Silver and Gold at both University and Departmental levels and are valid for 3 years. The University of Cambridge was amongst the first universities in the UK to receive a Bronze Award in March 2006 in the inaugural round of the awards and successfully renewed the award in 2009 and 2012 before gaining Silver in 2014 in recognition of its commitment to excellence.

To improve on this award the University needs to show a significant record of activity across the full range of disciplines, with a majority of Departments/institutions holding individual awards. The Department of Biochemistry's submission is overseen by a self-assessment panel.

Purpose:

To ensure the Department has an all-inclusive working environment, which is underpinned by the aims outlined in the Athena SWAN charter. The Equality and Diversity Panel will bring together key expertise including academic, research and support staff, Human Resources, Equality and Diversity (E&D) representation and administrative support, who will oversee Athena SWAN activity and award submissions within the Department of Biochemistry.

Functions:

- The function of the self-assessment panel is to oversee the Athena SWAN process within the Department of Biochemistry, including the gathering and analysis of data and evidence, development of the submission and overseeing implementation of the action plan.
- The self-assessment panel will decide on the proposed level of award (Bronze, Silver or Gold) and a submission date in consultation with the E&D Assigned Contact, as well as developing a timeline for progressing the submission.
- The Panel aims to meet every one or two months whilst preparing the submission but not less than three times a year. Following submission the Panel will meet on a termly basis to monitor the progress of the Action Plan.
- The panel undertakes a rigorous and thorough process of self-review of the institution with respect to the Athena SWAN principles and specifically reviews the evidence required for submissions.
- The panel will identify areas of good practice, as well as areas for improvement, and develop an action plan to ensure the Department can progress gender equality

- ¹ <http://www.athenaswan.org.uk/content/athena-swan>

- The panel will ensure that their submission accurately reflects Departmental practice.
- Once the submission has been made, the panel will report annually to their relevant Departmental governance body/Faculty Board and so will need to establish how to achieve this.

Panel Membership:

The composition of the self-assessment panel is critical to the success of the submission and recommended membership has been outlined by the Equality Challenge Unit.

The panel comprises of members of the Department representing the following categories of staff

- Academic (Co-Chair) – Dr Dee Scadden – who will co-ordinate the process
- Administrative Officer (Co-Chair) – Julie Boucher – who will co-ordinate the process
- A University Equality and Diversity Consultant and Athena SWAN coordinator
- The Head of Department
- Departmental Administrator
- The Assistant Director of Teaching
- Facility Manager representing the departmental assistant staff
- Post Doctoral Research Associate representing PDRAs
- Senior Laboratory Manager representing technical staff
- Senior Research Associate representing senior research staff
- Senior Research Fellow representing Fellows
- University Lecturer representing junior faculty members
- Secretary of the Equality and Diversity Panel
- The Teaching, Examinations and Postgraduate Administrator providing narrative on the undergraduate and postgraduate students
- Senior Lecturer and College Director of Studies
- PhD student representing all Departmental Masters and PhD students.

All panel members have an important role to play in ensuring that Athena SWAN principles and gender equality are promoted within the Department. Therefore panel members are expected to have completed the University's online Equality & Diversity training module, or equivalent as part of their panel role.

www.admin.cam.ac.uk/offices/hr/equality/training/online

Data Protection

The data provided to Departments may only be used for the purpose for which they were intended, namely Athena SWAN applications. In order to be compliant with the provisions of the Data Protection Act 1998 we recommend that Departments present data in their applications in such a way as to avoid the disclosure of personal information about any individual. Where sensitive staff information presented in a table includes numbers of less than five (such as Senior Academic Promotions), we suggest either presenting the information as a proportion by gender or aggregating the data by year/staff category to protect the confidentiality of individuals.