



IADT Dún Laoghaire
Athena SWAN Self-Assessment Team (SAT)
Terms of Reference

1. Role

The Athena SWAN Self-Assessment Team (SAT) has been re-established to:

- Oversee, guide, prepare and submit IADT'S Bronze Institution Award application in 2022.
- Design, deliver and monitor IADT's Gender Equality Action Plan 2022-2025 (GEAP).

To achieve this, the Athena SWAN SAT will:

- Drive the implementation of the Athena SWAN Charter at IADT Dún Laoghaire.
- Coordinate data gathering (quantitative and qualitative) across the institute.
- Scrutinise and comment on this data in order to identify key findings, gaps and areas for action planning and further research.
- Identify and recommend suitable objectives, priorities and actions to be included in the GEAP.
- Establish robust measures to monitor progress against the GEAP.
- Report on progress made against the GEAP within the organisation and to Athena SWAN.
- Oversee future Athena SWAN Award submissions from IADT, including departmental submissions.

2. Chair

The SAT will be chaired by the IADT Equality, Diversity and Inclusion (EDI) Manager. The role of the Chair is to lead the SAT and provide project management of Athena SWAN activities. The Chair will submit Athena SWAN applications to Advance HE on behalf of the institute. In meetings of the SAT, the Chair will ensure:

- That the power balance within the SAT is maintained.
- That everyone is able to have their say and that stronger voices and hierarchy do not overpower discussions and decisions.
- That all members of the SAT take responsibility for completing tasks.
- That SAT members are given proportionate responsibility.

3. Frequency of Meetings

In the 12 months prior to submitting an application, the SAT will meet at least once a month with a break between July-August. More regular meetings may be required in the weeks prior to submission. Following submission, the SAT will meet at least 4 times per academic year to drive implementation of the GEAP.

4. Reporting

The SAT will report to the IADT EDI Committee of Governing Body.

5. Membership

Members of the SAT will be appointed by the EDI Manager/Athena SWAN Chair. Membership of the SAT will be reviewed every 3 years. The SAT will be representative of the IADT community and incorporate gender balance, diversity and intersectionality; faculty from FACT and FEH at various grades and contract type; PMASS staff at various grades and contract type; staff with expertise in EDI; and student representation.

The following are ex-officio members of the SAT:

- EDI Manager
- HR Manager
- Faculty representatives from FACT and FEH
- Representative from Registry
- SU VP Welfare and Equality

Membership Responsibilities

- Members will be asked to rotate the position of secretary at each meeting and complete the minutes within two weeks of a meeting.
- Members must maintain the confidentiality of sensitive data/information at all times.
- Members are expected to actively contribute to the group.
- Members are encouraged to attend workshops and events organised by the group.
- Members will act as a champion for Athena SWAN and EDI in their own functional units.
- Members will assist with future IADT applications for department level awards, acting as a 'critical friend'.

6. Working Groups

Working groups will advise on particular aspects of the Athena SWAN Charter. The following working groups have been established at IADT:

- Data Analysis
- Flexible Working/Care Leave
- Culture and Organisation
- Career Development/Workloads

Working group members will be appointed by the SAT Chair with consideration given to their expertise and experience. They may or may not be members of the SAT. In appointing members to working groups, the SAT Chair will aim to ensure a diverse membership as far as is practical. Membership of the working groups will be reviewed every 3 years.

Working groups will report on their activities to the SAT. The SAT Chair will support the activities of working groups.

The SAT Chair may establish additional working groups where necessary.