



**Department of Applied Sciences (DAS)**  
**Athena SWAN Self-Assessment Team (SAT)**  
**Terms of Reference**

**Responsibilities:**

The DAS Athena SWAN Self-Assessment Team is responsible for the collation and submission of applications for Departmental membership of the Athena SWAN Charter. It is responsible for developing and monitoring the associated Action Plan.

**Remit:**

1. To promote good employment practice and gender equality within the Department's structure and culture, following the [key principles of the Athena SWAN Charter](#).
2. To maintain and progress Departmental membership of the Athena SWAN Charter.
3. To develop, implement and monitor an Action Plan to deliver the aims of the Athena SWAN Charter within the Department.
4. To undertake data collection on representation of all (including women, trans people and those experiencing other equality issues) in the Department at all levels.
5. To identify areas for improvement and make recommendations to the Departmental Executive regarding actions to improve the representation, retention and progression of all within the Department.
6. To communicate and champion with colleagues and students within the Department, Faculty and wider University, the Athena SWAN Charter initiative.

**Reporting:**

The DAS Athena SWAN SAT reports to the Departmental Committee, to the University's Athena SWAN SAT and to colleagues and students within the Department via student and staff facing publications and events. The DAS Athena SWAN SAT also commits to sharing its approach and good practice with other Departments at UWE, via SAT Collaborative meetings, and across the sector via local, regional and national events.

**Membership:**

Membership of the DAS Athena SWAN SAT will be reviewed annually. Members are designated areas of responsibility on the SAT team and additional members may be asked to present to the group around key areas of relevance.

We aim to create a gender balance on the DAS SAT over the next three years.