**CUDSH EDI –outline Terms of Reference**.

1. Purpose of Committee
* To promote the Athena SWAN Charter principles in CUDSH
* To implement the Athena SWAN action plan in CUDSH
* To drive the equality agenda in the School ensuring equality is a key consideration in all plans developed

***Principles of committee management:***

* The committee will uphold a commitment to openness and accountability at all levels. In support of this, the committee will encourage and enable engagement of key stakeholders in the Equality Committee activity where appropriate.
* The committee and individual members should act according to high ethical standards and ensure that no conflict of interest arises between their personal and professional roles and those of the committee.
* In so far as possible, members will seek to make decisions by consensus. Where consensus is not possible, extended discussions should try and facilitate compromise and/or alternative solutions. Matters may also be put to a vote where attempts to reach consensus have failed.

**Meetings**

The committee will meet four times a year. The committee will organise its work to ensure that it makes the most effective use of the time, skills and knowledge of members.  The diverse range of skills, experience and knowledge of the members and Chair will be employed to contribute to the effective running of the committee.

**Membership and Rotation**

The committee will seek gender balance as per the CUDSH’s male:female ratio, and a mix of roles/grades representing different stages of the career ladder, particularly at the early and mid-career stages, and including student representation.

An excel spreadsheet will record members’ information and date of start.

A 3 year period of office will be encouraged but rotation will occur yearly, to facilitate for UG and PG students to join.

***Reporting Relationships:***

The Committee reports directly into the DEC bimonthly. An annual report will be forwarded to all other School committees and HoDs.

*Period of Office:* The period of office of the Equality Committee shall be co-terminus with Governing Body. The committee shall have the right to co-opt new and/or temporary members should a need arise because of leave or based on emerging issues

***Administrative Support*:**

* gender balance
* mix of roles/grades representing different stages of the career ladder, particularly at the early and mid-career stages, and including student representation.

A typical Steering Group would comprise –

* Head/Deputy Head of College (Chair)
* College manager
* College HR rep
* Athena SWAN facilitator
* Representatives from –
	+ Each School, Research Centres
	+ Post-graduate students
	+ Junior and senior research and academic grades
	+ Individuals who work on a part-time/hourly occasional/casual basis
	+ Admin/support staff

Method of appointment: [describe] [e.g. Academic members will be nominated by HoC, bearing in mind the administrative workload of eligible staff, [post-grad student/post-doc rep] to be nominated to be recruited by advertising for volunteers]

[Allow for co-opting of individuals with expertise in specific, relevant areas to advise the Steering Group on specific issues, as-needed, and on a recurring basis, if necessary]

1. Term of appointment [typically three years, to coincide with duration of action plan][subject to variation with approval of Chair]
2. In appointing members, the HoC/Steering Group will ensure (a) an appropriate gender balance, and (b) a diverse mix of roles/grades representing different stages of the academic career ladder, particularly at the early and mid-career stages, and including student representation.
3. [Statement of responsibilities of Steering Group, fleshing out the ‘purpose’ stated at 1 above]
4. [Reporting line] [The Chair of the COMH Steering Group will report to the Chair of UCC’s institutional Athena SWAN Steering Group [and will be a member, *ex-officio*, of the latter Group]
5. The CUDSH Steering Group will meet at least 3 times a year.

**Athena SWAN Charter Principles**

1. We acknowledge that academia cannot reach its full potential unless it can benefit from the talents of all.
2. We commit to advancing gender equality in academia, in particular, addressing the loss of women across the career pipeline and the absence of women from senior academic, professional and support roles.
3. We commit to addressing unequal gender representation across academic disciplines and professional and support functions. In this we recognise disciplinary differences including:

· the relative underrepresentation of women in senior roles in arts, humanities, social sciences, business and law (AHSSBL)

· the particularly high loss rate of women in science, technology, engineering, mathematics and medicine (STEMM)

1. We commit to tackling the gender pay gap.
2. We commit to removing the obstacles faced by women, in particular, at major points of career development and progression including the transition from PhD into a sustainable academic career.
3. We commit to addressing the negative consequences of using short-term contracts for the retention and progression of staff in academia, particularly women.
4. We commit to tackling the discriminatory treatment often experienced by trans people.
5. We acknowledge that advancing gender equality demands commitment and action from all levels of the organisation and in particular active leadership from those in senior roles.
6. We commit to making and mainstreaming sustainable structural and cultural changes to advance gender equality, recognising that initiatives and actions that support individuals alone will not sufficiently advance equality.
7. All individuals have identities shaped by several different factors. We commit to considering the intersection of gender and other factors wherever possible.