Terms of Reference

1 Purpose

To review Athena SWAN applications, provide outcomes and feedback to applicants. Athena SWAN award assessment panels will be convened dependent on applications received.

2 Panel composition

2.1 Panels will be gender-balanced and include five members, three of whom should be academic and an appointed chair who will hold a senior Equality, Diversity and Inclusion (EDI) role in their institution, ideally pro-vice-chancellor level or equivalent.

2.2 Panels reviewing STEMM-based applications will include at least one STEMM expert, those reviewing AHSSB-based application will have one expert from these disciplines and those reviewing applications from profession and support services will have at least one expert from these areas.

2.3 All panels will include at least one member who is experienced in the use of statistics.

2.4 A member of Advance HE staff will act as the panel secretary and attend panels. He/she will be responsible for documenting the outcomes but will not influence the decisions making process.

2.5 Subject to approval by the chair, observers may be permitted to attend assessment panels but will not be invited to contribute to the discussion or allowed to influence the outcome of application decisions.

2.6 Panel meetings will only be quorate if at least four panel members are present.

2.7 The panel secretary will be responsible for the preparation and circulation of papers for the meeting, the collation of the initial score by panel members, taking minutes and ensuring that applicants are informed of the outcome of their proposals in a timely manner and will give constructive feedback as appropriate.
Appendix 8 – Athena SWAN Award Assessment Panels

3 The Panel’s Role

3.1 To review and score all applications before the panel meeting and return the scores to the panel secretary.

3.2 To discuss each application at the meeting objectively, drawing on preliminary scores and feedback from the lead reviewers and agree one of the following outcomes:
   - Award.
   - Minor revisions required with the revised version to be re-submitted within an agreed timescale and reviewed by the same panel or by chair’s action via email with the chair taking action.
   - Unsuccessful – major revision and resubmission required. Unsuccessful applicants have the right of appeal; appeals will be considered by a different panel.

3.3 To review 10-20 Athena SWAN applications per meeting.

3.4 No award should be removed or downgraded unless the application fails to demonstrate any progress against the action plan of evidence of other developments.

3.5 The panel decision will be final.

4 Post Panel

4.1 All documentation relating to a successful application will be collated by the panel secretary to ensure safe disposal of confidential information.

4.2 All documentation relating to an application that has been awarded subject to minor revision should be kept until the re-submission has been completed and then given to the panel secretary to ensure safe disposal of confidential information.