Department of Physical Sciences  
Project JUNO and Athena SWAN and Self-Assessment Team

Terms of Reference

Role
The DPS Project JUNO and AthenaSWAN (JAS) Group is an informal group whose purpose is to lead the preparation and submission of the University’s application for the Athena SWAN and Project JUNO awards for the Department of Physical Science guided by the actions agreed in the DPS action plans.

Activities
The Self-Assessment Team will:

1. Take responsibility for ensuring the actions agreed in the JAS Action Plans are monitored and progressed.
2. Consider gaps and areas for improvement in DPS’s provision for and support of the academic and research careers of women in the physical sciences.
3. Assemble the evidence required for future submissions.
4. Prepare the documentation required for future submissions.
5. Disseminate information to the wider Science Faculty about the Athena SWAN and Project JUNO initiatives.

Reporting
The Self-Assessment Team will report regularly to the University-level Athena Swan Self-Assessment Team; the Department of Physical Sciences Management Team and, as required to the Science Faculty Management Team.

Responsibility for monitoring the action plan will lie with the Head of the Department of Physical Sciences.

Mode of operation
The Group will meet monthly to work towards the next level of award and to progress the Action Plans. One of these meetings should be concerned with data scrutiny and take place in May each year.

Membership
Male and female members of staff from the Department of Physical Sciences representing all three disciplines of Physics, Astronomy and Planetary Sciences and the following categories of staff:

- The professoriate.
- Senior Academics and researchers.
- Mid-level academics and researchers.
- Early career researchers.
- Postgraduate students.
- Academic-related staff
- Administrators and secretarial staff.
In addition, at least one of the above should also be a member of the University Athena SWAN group and the University AS sub group concerned with data wrangling.