

# The Australian Athena SWAN pilot: lessons learned at Charles Sturt University



**Authors:** Janelle Thomas<sup>1</sup>, Cate Thomas<sup>1</sup>, Kirsty Smith<sup>1</sup>, Craig Hinley<sup>2</sup> & Tim Wess<sup>1</sup>

**Affiliation:** <sup>1</sup>Faculty of Science and <sup>2</sup>Division of Human Resources, Charles Sturt University, New South Wales, Australia

## Self-Assessment Team (SAT) members distributed across campuses

- Nine campuses across two states in Australia, spanning over 1,000km
- SAT members located at five campuses: Albury, Bathurst, Dubbo, Orange, Wagga
- SAT members from three Faculties and two Divisions

## Translating excitement into action

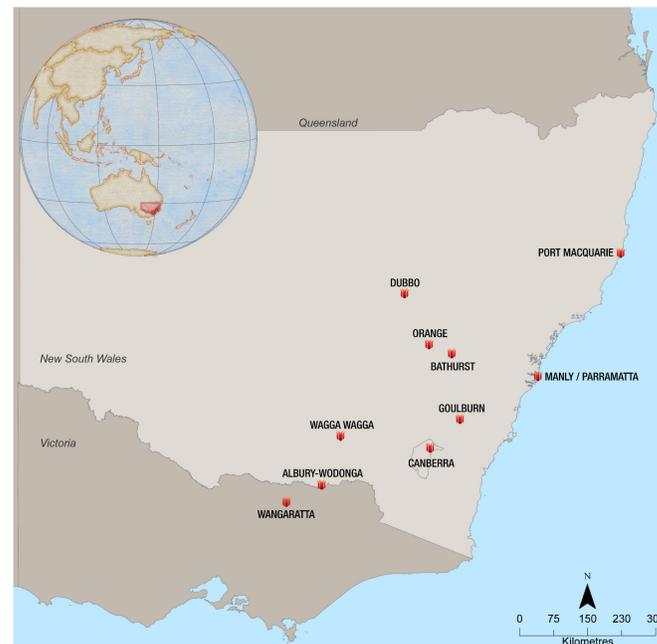
- Get buy-in/support from senior management as early as possible in the process
- Secure funding early in the process, particularly for project manager salary
- Ensure SAT members are aware of the time they'll need to devote before committing.

## Staying on track

- Appoint a project manager (PM) as early as possible – they will keep everyone on track and focused on the essentials
- Start at the end (submission deadline) and work backwards: draw up a flexible list of key deliverables and timing, including internal sign-off processes
- Divide key deliverables into 'chunks' of activity, allocate tasks across the SAT according to strengths and interests; identify key SAT members to lead each subgroup
- Create a draft early in the process, this helps identify gaps and weaknesses. The drafting process is best managed by the PM to maintain focus and momentum
- Clearly define data requirements at the start; don't fall down the rabbit hole of seeking more and more data, know when to stop
- Meet regularly and make SAT members accountable for delivering their agreed components on time
- Once the data is collated and analysed: assign a generous amount of time for feedback, and preparing the Action Plan.

## Athena SWAN is not an island

- Make it your business to know what's happening across the university, for staff and students, relating to gender and equity – and work together
- Connect with others in the same cohort eg regional network, or who have experience, eg UK universities
- Communicate with your local SAGE (Science in Australia Gender Equity) equivalent, they are a wealth of information
- Link into University events to raise Athena SWAN profile eg Faculty Forum, Leadership Development for Women
- Gain support from STEMM (and other) Heads of School



## Advice for anyone starting a similar project

- Appoint someone to manage this as a project, eg project manager
- The PM's role is to set deadlines, manage workflow, draft the application, and coordinate communication both within the SAT and across the institution
- Ensure clear reporting lines – who makes the final decision when the SAT can't agree?
- Be inclusive, acknowledge the great work already happening across the institution and invite them in to the process.



**Associate Professor Cate Thomas**

Phone: +61-2 6933 2398

Email: [cthomas@csu.edu.au](mailto:cthomas@csu.edu.au)

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