

## Terms of Reference

### Equality, Diversity, and Inclusion (EDI) Committee and Self-Assessment Team (SAT)

*Institute of Aquaculture (IoA)*

#### 1. Purpose

The EDI Committee aims to promote a diverse, inclusive, and equitable environment for all staff and students at the IoA. The committee is responsible for adhering to the University of Stirling's EDI principles and policies, including the preparation and submission of Athena SWAN applications. The committee ensures alignment with the university's vision for equality, diversity, and inclusion, which is:

**“The University shall be committed to the fair and equal treatment of every person and shall not discriminate on unjustified, irrelevant or unlawful grounds.”**

Click on this link to find out about our

[University vision statement for equality, diversity and inclusion](#)

#### 2. Objectives

The key objectives of the EDI Committee are:

- Ensure the IoA EDI activities are aligned with the University of Stirling's vision for equality, diversity, and inclusion, and promotes fair and equal treatment of all staff and students.
- Collect and review data on EDI trends and challenges. Escalate unresolved issues to the IoA Executive and Faculty EDI committees.
- Actively disseminate EDI-related updates through platforms such as EDIAqua (<https://ediaqua.stir.ac.uk/>) and by organising semi-annual seminars.
- Collect data (including annual Culture Survey) and monitor the progress of action plans in alignment with Athena SWAN principles.
- Promote wider engagement and participation in EDI activities within the IoA.

#### 3. Membership

The EDI Committee comprises two groups:

- **Core Athena SWAN Team:** Responsible for the regular work related to Athena SWAN action plans and data collection, meeting monthly.
- **Extended EDI Committee:** Includes additional members who contribute to broader EDI discussions, meeting bi-monthly.

**Core Members** (Athena SWAN and EDI roles):

- *Chair (EDI Lead)*
- *Deputy Chair*
- *Academic Representatives:* early-career, mid-career, and senior roles (gender balance).
- *Research Staff Representative*
- *Professional Services Representatives:* administrative and technical representatives
- *Student Representatives:* At least one representative from each level (UG, TPG, PGR).

**Extended EDI Committee Members** (EDI roles only):

- *Activities Lead:* Guides the organisation of EDI activities, such as the semi-annual seminar and International Women's Day Event.

- *Website Lead*: Engages with the IoA community for input on blogs, videos, and website updates.

#### 4. Roles and Responsibilities

- **Chair (EDI Lead)**: will lead the EDI Committee and SAT, attend quarterly IoA Executive meetings, and bimonthly Faculty EDI Lead meetings.
- **Deputy Chair**: Support the Chair and ensure timelines are met.
- **Core members (Athena SWAN and EDI)**: Collect and report EDI issues, contribute to initiatives, and attend relevant training: [Link 1](#) and [Link 2](#)
- **Extended EDI Members (EDI Only)**: Focus on wider EDI issues, including organising events and managing website communications- <https://ediaqua.stir.ac.uk/>
- **SAT Data Leads**: Collect and analyse data for Athena SWAN.
- **Student Representatives**: Represent student concerns on EDI matters.

**5. Meeting Procedures:** Minutes will be taken at every meeting and made available on the Teams group, likewise, an agenda will be shared prior to the meetings.

- **Athena SWAN Meetings**: Held monthly, focusing on action plans and data collection.
- **EDI Meetings**: Held bi-monthly with the extended committee to cover broader EDI topics. Athena SWAN will be a standing 20-minute agenda item when both coincide.
- **Asynchronous Work**: Use Teams for data analysis, document review, and decision-making to reduce the need for additional meetings.
- **Decision-Making**: Decisions will be made by consensus, or by majority vote if necessary. The Chair will have the casting vote if a majority decision cannot be reached.

#### 6. Key Responsibilities of the EDI Committee and SAT

- **Athena SWAN**: Ensure timely application submission (March 2026) and continuous engagement.
- **Information Dissemination**: Share updates via EDIAqua and quarterly seminars.
- **Representation**: Be a voice for IoA community in EDI matters.
- **Training**: Organise regular EDI workshops and training sessions.

#### 7. Monitoring and Review

The committee will review performance annually, adjusting strategies as needed. An annual report will be submitted to the IoA Executive Committee and shared with staff and students.

#### 8. Training and Development

All committee members will undertake specific training to support their roles and responsibilities within the EDI Committee and SAT. This may include training on data analysis, EDI best practices, and promoting diversity in academic settings.

#### 9. Confidentiality

All members will adhere to the University of Stirling's data protection and confidentiality policies. Sensitive data collected for Athena SWAN or EDI purposes will be anonymised and handled with strict confidentiality to protect the privacy of individuals involved.

#### 10. Amendments

Any changes to this Terms of Reference will be discussed and agreed upon by the EDI Committee and will require approval from the IoA Executive Committee.