

Terms of Reference: Gender Research Network

Commencement Date: 1 January 2023

1. Establishment and Role

The Gender Research Network (GRN) was first established under the provisions of the Curtin Athena SWAN Action Plan in October 2019. The Terms of Reference were revised and updated in 2022.

Since its establishment, the principal role of the Gender Research Network has been to share best practice, raise awareness and influence change in gender equity policy and practice at Curtin University.

2. Aims

To:

- Contribute directly to Curtin University's own strategic goals, activities and initiatives around gender equity, diversity, inclusion and belonging;
- Leverage and build on Curtin University's strengths in gender research;
- Contribute evidence needed for the design and evaluation of gender aware policies, strategies and practices and thus contribute to a more gender equal world; and
- Establish Curtin University as a centre for thought leaders in gender research.

3. Functions and Responsibilities

The Gender Research Network will:

- Provide a mechanism for the sharing of good practice, promotion and raising awareness of gender research at Curtin University;
- Provide research insight, as requested, to assist Curtin University organisational units meet the elements of the University's strategic plans related to research and gender equity in consultation with the DVC-R;
- As requested, facilitate access to appropriate gender research expertise for the Offices of the Provost, DVC-R and Manager(s), Diversity, Inclusion and Belonging, in fulfilling their responsibilities and accountabilities in relation to policies and processes to enhance gender equity, diversity, inclusion and belonging at Curtin University;
- Facilitate and develop external gender research grant proposals, data sets, demand-driven projects, publications, and media engagements; and
- Maintain and develop relationships with industry stakeholders and other relevant organisations.

4. Membership and Governance Structure

Composition

- The Gender Research Network will have a broad membership of Curtin University researchers.
- The GRN will be coordinated by two Academic Leads with responsibility for and expertise in specific areas of gender research.
- The Academic Leads will be advised by a GRN Mentor. The GRN Mentor will be a Senior Leader, for example a Head of School, with expertise in gender research.
- The Academic Leads will be appointed through nominations submitted to the GRN Advisory Group and agreement with the DVC-R. The anticipated term is two years, with the option for renewal as benefits the Aims and Function and Responsibilities of the GRN. Appointments will be confirmed by a letter from the Chair, Deputy Vice Chancellor and following consultation with the Advisory Group.

- Gender Research Champions will be appointed by the Academic Leads to help drive the achievement of the Network's aims/objectives. They will support the Academic Leads.
- The GRN will have appropriate representation that includes (as far as is possible):
 - gender diversity;
 - cultural and background diversity;
 - campus, school and discipline mix; and
 - student representation.
- The GRN will initiate calls for new members as required.

Governance

- The GRN Advisory Group will be the GRN governance body, and the Deputy Vice-Chancellor, Research, will be Chair.
- The GRN Advisory Group composition will include:
 - A minimum of two Curtin University research leaders
 - Manager(s), Diversity, Inclusion and Belonging
 - A minimum of two external partners
- GRN Advisory Group membership will be by invitation from the Chair, Deputy Vice Chancellor, Research in consultation with the GRN Academic Leads.
- Advisory Group membership will be for a period of two years and may be extended by invitation of the Chair, Deputy Vice Chancellor, Research.
- Support for the GRN Advisory Group will be provided by the Administrative or Research Assistants for the GRN.

5. Meetings and Reporting

- The GRN Academic Leads and the GRN Mentor will meet as often as is required
- The GRN Academic Leads and the GRN Mentor and the Chair will meet as often as is required
- The GRN Academic Leads and the GRN Mentor will meet bi-annually – or as often as needed – with the Advisory Group and formally report on progress with principal tasks and future directions once per year.
- The GRN Research Champions will meet as often as required but at a minimum of two (2) times per year.
- The GRN may also host and offer to sponsor events, conferences, colloquia as able and required.
- The GRN may form working groups to advance GRN aims. These will be appointed, and dissolved, as and when required.
- The GRN framework and Terms of Reference will be reviewed after 2 years.

REVISION HISTORY:

Date	Approved/Amended/Rescinded
November 2022	Amended following review specified in Section 5 of Terms of Reference