

# Terms of Reference

UAEW is a national group, sponsored by Universities Australia, that provides strategic advice and high-level guidance to Australian Universities and their governing bodies, relevant associated organisations and state/territory-based networks committed to improving the representation of women, both academic and professional, at executive levels of university leadership and governance.

The Universities Australia Executive Women Group has the following objectives:

1. Provide strategic advice and recommendations to Universities Australia on sector-wide approaches to enhance the representation of women in executive leadership roles in Australian universities, including strategies for empowering future women in leadership.
2. Collect, collate and share information and good practice relevant to universities and their governing bodies, associated organisations and state/territory-based networks to improve the representation of women at executive levels of university leadership. Good practice advice might include, for example, practical toolkits, guidelines and the like.
3. Sponsor/commission targeted investigations around strategies to address systemic barriers to women's advancement to executive level in the Australian university sector to develop practical resources for dissemination and use.
4. Actively promote and support university-led initiatives to enhance the representation of women in executive leadership roles across the Australian higher education sector.
5. Provide evidence-based briefings to relevant high level groups such as the Chancellors, Vice-Chancellors, Deputy Vice-Chancellors and other senior university stakeholders with responsibility for enhancing the representation of women in executive leadership roles in the sector.
6. On request, provide advice and guidance to universities and their governing bodies, associated organisations and state/territory-based networks on initiatives they have planned or are implementing to assist the development of female staff.

## Target audience

The specific target audience for the Group's objectives are female academic or professional staff at the level of executive dean, associate dean, head of school, director, or their equivalent, and above.

## Membership

UAEW welcomes Members and Supporter/Followers from across the university sector in two categories of membership.

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## Full membership

Full membership is open to academic or professional women and men at the level of executive dean, associate dean, head of school, director, or their equivalent, and above who have a shared commitment to enhancing the representation of women at the most senior levels of university leadership.

## Supporter/Follower Membership

Men and women in universities who are not working at the levels outlined above and individuals and organisations outside universities committed to the advancement of women to executive level are welcome to support/follow the group, receive regular email updates and attend events that are open to them.

Membership forms are available on the UAEW website [www.universitiesaustralia.edu.au/uaew](http://www.universitiesaustralia.edu.au/uaew), and completed forms go to the UAEW email address [uaew@universitiesaustralia.edu.au](mailto:uaew@universitiesaustralia.edu.au).

## Chairing

**Position type:** Voluntary

**Number of Chairs:** One Chair or two Co-Chairs, ideally with overlapping terms for continuity.

**Duration:** Two-year term.

**Eligibility:** Chairs and Co-Chairs must be a senior university executive (DVC/PVC or equivalent level or above) at the time of appointment. If the executive position concludes before the end of the Chair term, the Co-Chair may choose to continue as a volunteer or to ask UA to seek a replacement Co-Chair. Co-Chairs would normally be female.

## Appointment of Chair/Co-Chairs

Current UAEW Chair/Co-Chairs advertise for applications prior to AGM, via Universities Australia email distribution lists, UAEW LinkedIn group and UAEW website.

Applications are presented at the UAEW AGM and a vote is conducted by Universities Australia's overseer.

If a Chair/Co-Chair steps down before the end of the Chair term and a replacement Chair/Co-Chair must be found before the next AGM, the voting process may be conducted via email.