



Terms of Reference for a Review on Matters of Gender and Culture in the ANU College of Health and Medicine and its constituent schools, the John Curtin School of Medical Research, the School of Medicine and Psychology, and the National Centre for Epidemiology and Population Health

1. The Australian National University (“ANU” or the “University”) requires an independent review on matters of gender and culture within the ANU College of Health and Medicine and its constituent schools, the John Curtin School of Medical Research, the School of Medicine and Psychology, and the National Centre for Epidemiology and Population Health. This document provides the terms of reference for the Independent Reviewer in conducting their review.

BACKGROUND

2. ANU is a leading research-focused University in Australia. Its capacity to achieve both educational and research outcomes stems from its diverse workforce and its culture of inquiry.
3. The Provost has commissioned a detailed and independent review of matters of gender and gender inequality, as well as the culture more broadly.¹ The Independent Reviewer is tasked with providing ANU leadership this detailed picture.

SCOPE OF INDEPENDENT REVIEW

4. The Independent Reviewer will conduct a review on matters pertaining to gender and culture within the ANU College of Health and Medicine and its constituent schools, the John Curtin School of Medical Research, the School of Medicine and Psychology, and the National Centre for Epidemiology and Population Health. This review will consider matters of culture and operational practices.
5. It is acknowledged that supervision practices play a central role in matters of gender equality and culture more broadly, and consequently, the review is to include consideration of the role and involvement of existing, and where relevant, past supervision practices.
6. Some of the specific matters which the Independent Adviser needs to consider in the review include, but are not limited to:
 - a. Gender composition, including the composition within senior leadership or advisory or internal committees or advisory groups;
 - b. Gender inequality such as:
 - i. Pay or remuneration inequality;
 - ii. Promotion or advancement opportunities, including opportunities to engage in higher duties on a temporary basis;

¹ ANU leadership may expand this focus after the completion of this independent review

- iii. Conferral of academic titles, including honorary, visiting and emeritus titles; and/or
 - iv. Tenure and service and whether gender has played a significant role in any trends.
 - c. Gender based harassment including whether individuals feel confident and safe to report on harassment concerns;
 - d. Recruitment practices;
 - e. Leave and flexibility;
 - f. Functional support and guidance in respect to gender related matters within the University;²
 - g. The impact of these matters on student and early career experience.
7. The Independent Reviewer will not be constrained to the above and is free to pursue other areas of inquiry if they consider them relevant and pertinent to the broader issues of gender and culture.

ACCESS TO INFORMATION AND STAFF

8. The Independent Reviewer will be provided with all relevant and necessary information required to carry out the independent review. University records, including commercial in confidence and confidential information will be made available if requested. The Independent Reviewer will also be free to interview relevant staff as and when required.
9. Given the nature of the review, it is expected the Independent Reviewer will spend some time within the University to gain a firsthand understanding of the environment and the broader University.
10. Upon the commencement of the review, the Independent Reviewer will be provided with a brief containing information about:
- a. Structure and leadership;
 - b. Workforce demographics;
 - c. Standards and expectations of conduct as articulated in the ANU Code of Conduct, Enterprise Agreement and relevant policies and procedures;
 - d. Contact details of ANU functional and administrative support; and
 - e. Any other relevant information.

TIMING

11. The Provost requires the Independent Reviewer to complete the independent review within three months. Reasonable extensions of this time will be considered on a case-by-case basis.

OUTCOMES

12. The Independent Reviewer will communicate their findings in the way of a report to the Provost. The final report should include:
- a. The issues considered;
 - b. Assessment on the issues, findings and reasoning of findings;
 - c. Reference to any cogent and reliable evidence relied on to make any findings;
 - d. Recommendations with respect to operational matters and strategic considerations.

² For example, the role and utilisation of the Equity and Diversity team within the University.

- e. Recommendations for future practices to support improved culture, including in relation to gender, inclusion and equity.
13. The Independent Reviewer is not constrained with respect to any recommendations.
 14. Any findings and / or recommendations with respect to specific staff should be made separately and attached to the primary report.
 15. The Provost will keep open the possibility of engaging in a broader independent review so any reporting and practices to this independent review may need to be scaled in the future.

CONFIDENTIALITY

16. To enable the Independent Reviewer to make a comprehensive and candid report, the identity of staff and students providing information to the Review will not be disclosed to ANU by the Independent Reviewer, and details of any information provided that is included in the Reviewer's report will be de-identified as necessary unless in either of the following circumstances:
 - a. the disclosures compel further action under the law. In these instances, confidentiality will be maintained as far as reasonably practicable.
 - b. the Independent Reviewer obtains agreement from the staff or student to allow full disclosure of matters of a serious nature on their behalf.

The Independent Reviewer will determine matters of a serious nature, outlined in Clause 16. (b), by reference to Clause 73.2 (b) of the Australian National University Enterprise Agreement 2023 - 2026.

17. The Independent Reviewer is required to maintain confidentiality of personal information provided to the Review by staff and students, and to destroy their notes within three years of the Review concluding.
18. Participation in the Independent Review has no effect on a person's entitlement to make a complaint or grievance under the staff grievance resolution procedure or the student complaint resolution procedure. For the sake of clarity, information or concerns provided by individuals to the Independent Reviewer for the purposes of the review are not taken to be a complaint or grievance to the University.

ANU SUPPORT

19. ANU will provide the Independent Reviewer both administrative and functional support including office space whilst they are present at the University.

Date: 11 September 2024