

**University of St Andrews - School of Medicine Handbook**  
**SCHOOL OF MEDICINE – COMMITTEE TERMS OF REFERENCE**  
**PROJECT SCALE WORKING GROUP**

Strategy for  
Changing  
Academic  
Life  
Environment

*Where 'Academic Life' means 'Life in an Academic Institute'*

1. **Membership.** Membership is by role or by appointment.
2. **Mission Statement.** The SCALE projects seeks to maximise the potential of all staff through establishing practical measures and developing an ethos designed to:
  - a. Improve careers and professional development opportunities, while;
  - b. Ensuring that St Andrews is an excellent place for teaching and research, and;
  - c. Enshrining equality, the quality of workplace and quality of working life, and;
  - d. Promoting and supporting diversity

...in order that the School of Medicine is an excellent working environment where all staff and students reach their full potential, this benchmarked and tested against Athena SWAN accreditation.
3. **Methodology.** A project working group, supported by a project manager, will sample the environment (focus groups, data analysis, staff survey) and then establish / improve practices or make recommendations for substantial change, via the School's Senior Management Team.
4. **Meeting Support.** Papers circulated by sharepoint (restricted site). Minutes / record taken by Karen Ross. Application compilation managed by Executive Administrator.

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