

## **SBCS Athena Swan Action Plan 2013-2016**

### **Key to Action Plan:**

1. SAT = Athena Swan Self-Assessment Team
2. VP = Vice Principal leading College Athena Swan Initiative
3. HoS = Head of School
4. HoD = Head of Division (there are 4 divisions in the School)
5. RSG = Research Strategy Group
6. T&R = Teaching & Research
7. SL = Senior Lecturer
8. R = Reader
9. SWARM = web-based workload model
10. CV = curriculum vitae
11. S&E = Science and Engineering
12. SBCS = School of Biological and Chemical Sciences
13. DTP = Director of Taught Programmes
14. SMD = School of Medicine and Dentistry

15. WiSE = Women in Science and Engineering

16. HPLP = High Potential Leadership programme

Action	Description of action	Action taken already and outcome at April 2013	Further action planned at April 2013	Progress Log	Responsibility	Timescale	Start date	Success Measure	Level of Progress achieved
1	<b>Establishing the Athena SWAN Initiative</b>								
1.1	Promote Athena Swan (AS) ethos within the School with the primary aim of culture change and gender balance within the School.	A series of well-coordinated initiatives across School as detailed below.	Continue to actively promote AS agenda within the School and through the School Newsletter and the School AS Swan website	Excellent as detailed below	HoS, SAT, School Manager, Division Heads, all staff	On-going	01/01/12	Well-coordinated initiatives across School. AS reports at school meetings, in School newsletter, AS website established, Staff Survey	Completed

1.2	Setup proactive SBCS AS SAT to examine data and determine and implement the Action Plan. Committee report a standing item on SBCS Academic Committee.	AS committee established with representation from all levels of the School. Draft Action Plan published on public website along with the notes from the AS meetings.	Continue to monitor data and identify areas for improvement. Develop new policies/initiatives to address shortcomings in recruitment, retention and promotion of women in science.	Established Spring 2012	SAT Chair, HoS	Committee will meet regularly in perpetuity	01/01/12	Proactive committee that connects across all areas of the School's activities and results in measurable promotion of women in science.	Completed
1.3	Review data with a view to setting an Action Plan.	Data from planning unit and HR used as evidence for areas to improve and Action Plan developed to address shortcomings.	Annual review of data.	Areas to improve identified and written into Action Plan.	SAT	Every year in Spring	Spring 2012	Data review resulting in understanding trends, and (re)defining plan to address equality issues.	Limited
1.4	Establish best practice by attending Athena SWAN College meetings, talking to colleagues, and	Invite external representatives onto SBCS SAT. Paul Walton (York) gave talk on promoting women in science.	Link to national subject networks promoting women in science.	York and Edinburgh used as examples of excellent practice.	SAT, Diversity Manager	On-going	Spring 2012	Best practice to be implemented in the School	Completed

	seeking expert advice.	QM WISE events.							
1.5	Develop communication of Athena SWAN in SBCS and SAT achievements	Webpage created and report at School meetings	Develop webpage with link to HR policies and benefits. Create SAT newsletter.	Webpage created, minutes published, needs to be enhanced	SAT	On-going	Summer 2012	Members of the School and potential applicants have access to all the Athena SWAN initiatives and easy access to HR policies and benefits.	Completed
<b>2</b>	<b>Promoting positive role models and attracting and supporting female students</b>								
<b>A c t i o n</b>	<b>Description of action</b>	<b>Action taken already and outcome at April 2013</b>	<b>Further action planned at April 2013</b>	<b>Progress Log</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Start date</b>	<b>Success Measure</b>	<b>Level of Progress achieved</b>
2.1	School to monitor and report on UG and PGT numbers and ensure offering attractive to females.	Data analysed and reported on at SAT	New courses are being generated to increase the number of MSc students while ensuring gender	UG numbers strong & female 70% of cohort.	Planning unit, SAT	2015	Spring 2012	Robust numbers of females at all levels of UG and PGT.	Completed

			balance. New PR and marketing team to be put in place.	PGT similar.					
2.2	School to monitor PGR numbers and encourage female PGR.	Increased PGR cohort while maintaining gender balance.	Increase number of PhD students while ensuring gender balance. Aspiration is to have a female on PhD appointment panels.	Currently 50% PGR are female.	Planning unit, SAT, HoS	2015	Spring 2012	Robust numbers of females in PGR (around the National average or better).	Excellent
2.3	Ensure there are female role models at all levels.	Recruitment procedures and mentoring improved. Female staff on all committees. Gender balance achieved in seminar series.	Roll-out improved mentoring scheme for female staff (current pilot in SMD).	50% of new T&R recruits are female. More women seeking promotion.	HoS, HoDs, School manager	Spring 2014	Spring 2012	Female staff taking part in all committees, panels, Open Days, public engagement & appraisals.	Excellent
2.4	Produce promotional and marketing material featuring women	All material reviewed for gender balance.	New website being developed, handbooks of outputs planned.	New website has gender balance in	HoS, HoDs, SAT, School manager	By end of 2013	Spring 2012	Gender balance in promotional material.	Completed

	in science.		Athena SWAN newsletter after each SAT meeting.	photographic material.				Greater awareness of Athena SWAN issues.	
2.5	Promote opportunities for early career researchers e.g. support in preparing Fellowship applications.	Mentors appointed for all PDRAs to support their career aspirations.	Seek further training of mentors.	All PDRAs have had meetings with their mentors.	RSG	By end of 2013	Spring 2012	Female PDRAs have good mentorship & career advice.	Limited
<b>3</b>	<b>Enhancing Gender Equality: Attracting and retaining female staff and offering support to female staff in their career</b>								
<b>A c t i o n</b>	<b>Description of action</b>	<b>Action taken already and outcome at April 2013</b>	<b>Further action planned at April 2013</b>	<b>Progress Log</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Start date</b>	<b>Success Measure</b>	<b>Level of Progress achieved</b>
3.1	Mentoring and appraisal of staff.	Improve mentoring for female staff. Ensure new staff appraisal scheme is	Link with College mentoring scheme in 2014 (currently being piloted in	At least one notable success as	HoS, HoDs, DTP, School manager	Summer 2014	Spring 2012	Effective mentoring facilitating the promotion of	Completed

		fair for women.	SMD). Implementation of New College appraisal scheme.	a result of mentoring.				female staff.	
3.2	Arrange diversity and gender awareness training for appraisers	Appraisers also have to attend training on appraisal.	Encourage development of awareness module in PGCAP. Consider bespoke training within SBCS.	Appraisers received training.	VP, Diversity Manager, SAT	Summer 2014	Spring 2012	All appraisers have a clear and demonstrable awareness of gender and diversity issues.	Completed
3.3	Improve gender balance in decision making committees and positions of responsibility.	Ensure that all committees have a women representative.	Increased female representation on committees as more women are recruited. Invite junior/external members of staff on Committee to address unbalance	Arguably this policy has helped recruitment of female staff.	HoS, HoDs, DTP, School manager, VP	Autumn 2013	Spring 2012	Women on all committees including senior executive.	Completed
3.4	PDRA support for 12 months to assist academic staff during maternity leave or long term sick leave.	This support has been advertised to SBCS staff.	To ensure smooth running of this scheme when there is take up.	Partial provision to be made for an incoming member of staff.	HoS, HoDs, SAT	Autumn 2013	Summer 2012	Support provided leads to maintained research outputs.	Completed

3.5	Identify women suitable for promotion and provide support.	HoDs made aware of their responsibility to support and promote women. HoD role descriptor amended to reflect the support and development of staff.	Review of current initiative.	More women putting themselves for promotion. 2 in 2013 compared to 1 in 2012 and 1 in 2011.	HoDs, HoS	On-going at each promotion round	Autumn 2012	More women at senior levels in the School.	Limited
3.6	Establish post-seminar meeting/lunch after seminars to promote and inspire our women scientists.	Two sponsored lunches per term promoted as part of Athena Swan Initiative. These were well attended.	Continue culture of inviting women speakers and sponsored lunches.	Gender balance achieved in seminar speakers 2012/13.	SAT	On-going	Spring 2012	Good attendance at events. Positive feedback. Gender Balance in speakers.	Completed
3.7	Recruitment: Encourage female applicants and ensure at least one woman on recruitment panel.	Consulted with employment specialist, HR, and diversity manager. At least one woman on each recruitment panel.	Work towards gender balance on recruitment panels as female staff numbers increase.	50% of new T&R recruits are female.	VP, HoS, HoDs	2015	Summer 2012	More women employed in SBCS.	Completed
3.8	All panel members to complete recruitment and selection training	Compulsory.	Carry out refresher courses for panel members.	Good proportion of female academics	All panel members	On-going	Predates SAT	Staff are trained. Recruitment procedures	Completed



	(and refresher).			recruited last round.				judged to be fair by applicants.	
3.9	S&E faculty postdoc forum to support career advancement for women.	Forum established.	Planning exit interviews to track career trajectory of PDRAs.	Forum up and running.	SAT	2014	Autumn 2012	Improved outcomes for postdocs over coming years.	Limited
3.1 1	Improve promotion chances for advanced-career female staff.	High Potential Leadership programme launched. College initiative on women into leadership launched. Faculty level workshop 'Pathways to promotion' launched.	Subject to review of current initiative. Promote & encourage next QM initiative. Organised CV workshop on the model of SMD.	Senior SBCS women scientists enrolled on course. New initiative, feedback from participants is positive.	VP, SAT, HoS, HoDs	2013	Predates SAT	More female staff at Higher Levels (SL, R, Professor).	Zero

4 Promote good work/life balance									
A c t i o n	Description of action	Action taken already and outcome at April 2013	Further action planned at April 2013	Progress Log	Responsibility	Timescale	Start date	Success Measure	Level of Progress achieved
4.1	Flexible working arrangements.	Procedures in place.	Promote flexible working to all staff via website, to new starters and at staff meetings. Record request and outcomes and feedback to SAT	Procedures in place, discussions at SAT reveal we need to continue to promote these opportunities.	HoS, SAT, School manager, PA to HoS	On-going, every year	Predates SAT	Staff taking advantage of flexible working.	Completed
4.2	School meetings at family friendly times.	Meetings to be held between 10 am and 4 pm.	Gather feedback from staff about meeting times and act appropriately. Organise at least one School social event during core-hours per year.	Many meetings now held in core hours.	HoS, SAT, School manager	2014	Winter 2012	Meetings held within core hours.	Completed