Athena SWAN: Bronze and Silver department applications

Contents

1.

Athena SWAN Bronze Department Awards

Recognise that in addition to institution-wide policies, the department is working to promote

SSCS	School Staff Culture Survey
TL	Teaching and Learning
TR	Teaching and Research
UG	Undergraduate
VC	Vice Chancellor

University Grading Structure – Academic Staff

Grade

1. Letter of endorsement from the head of department

Recommended word count: Bronze: 500 words | Silver: 500 words

An accompanying letter of endorsement from the head of department should be included. If the head of department is soon to be succeeded, or has recently taken up the post, applicants should include an additional short statement from the incoming head.

Note: Please insert the endorsement letter **immediately after** this cover page.

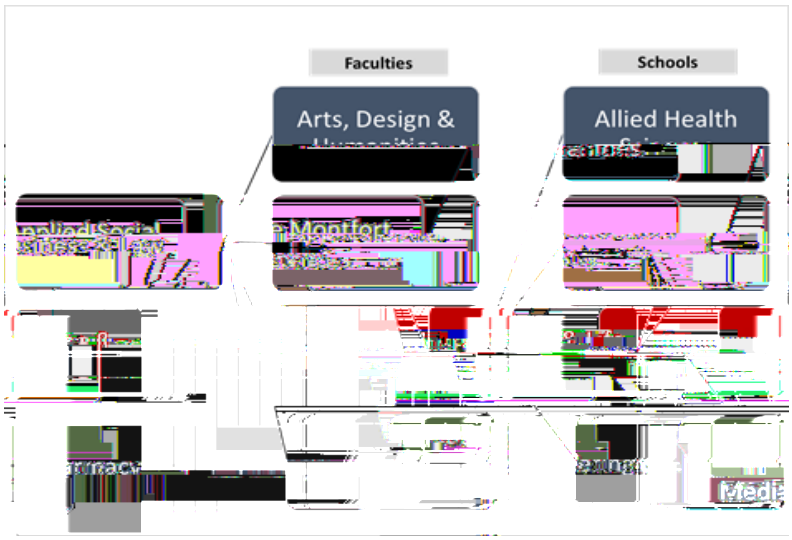
[redacted]

[redacted]

2. Description of the department

Recommended word count: Bronze: 500 words | Silver: 500 words

Please provide a brief description of the department including any relevant contextual information. Present data on the total number of academic staff, professional and support staff and students by gender.



[redacted]

Word count: 471

3. The self-assessment process

Recommended word count: Bronze: 1000 words | Silver: 1000 words

Describe the self-assessment process. This should include:

(i) a description of the self-assessment team;

Action 1:

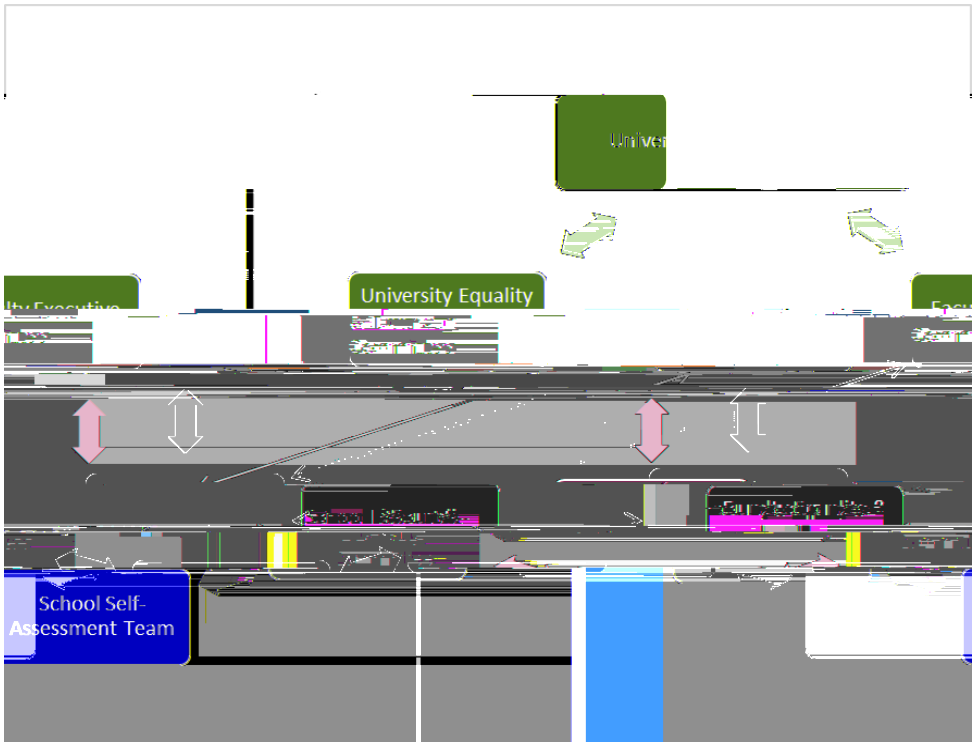
(ii) an account of the self-assessment process;

Meetings

Action 2:

Critical Reviews

SAT Communication Flow

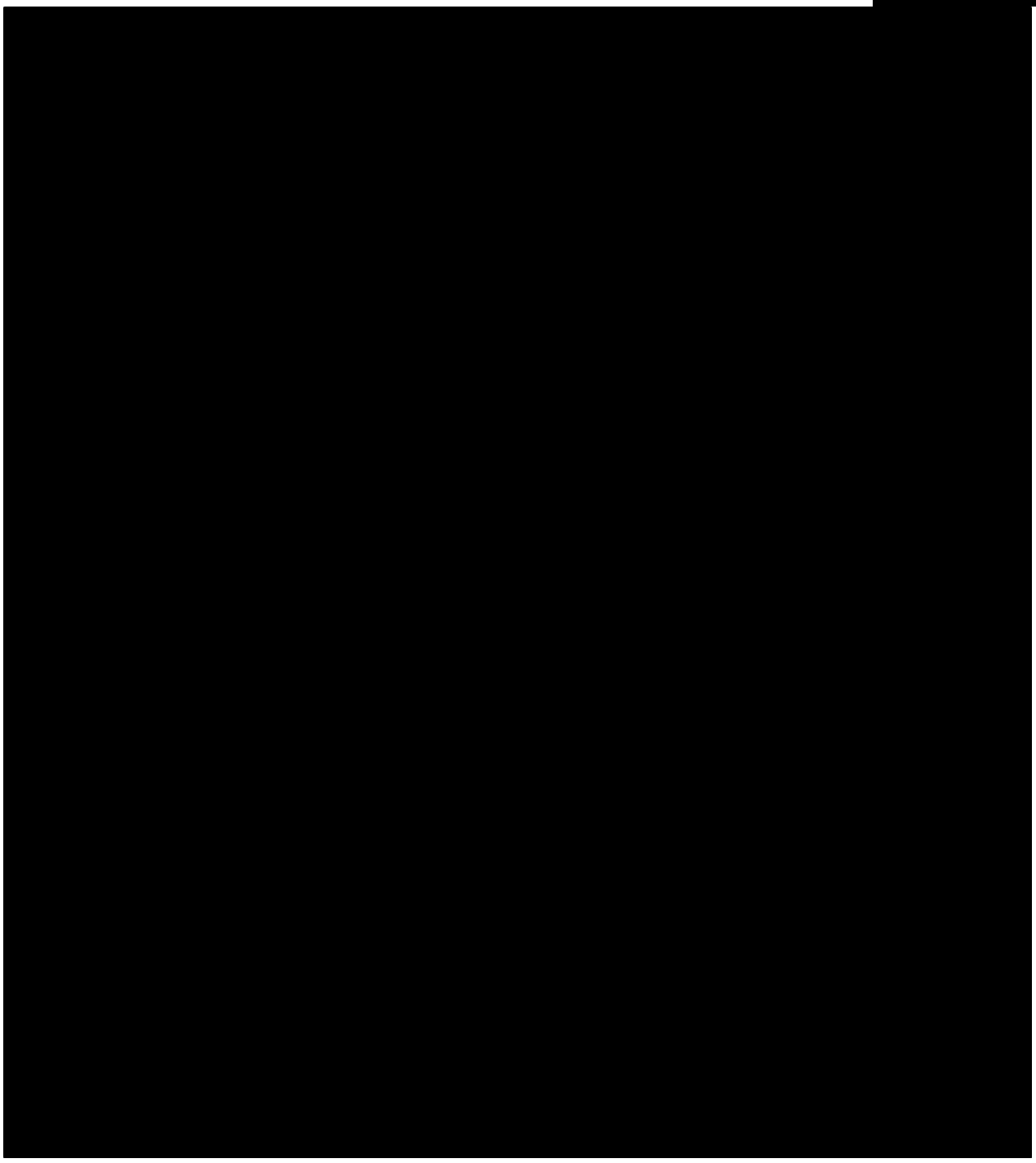


UG recruitment data issue

Action 6:

(iii) Numbers of men and women on postgraduate taught degrees.

Full- and part-time. Provide data on course application, offers and acceptance rates and degree completion rates by gender.



Action 8:

SASCS

WORD COUNT:

B. Academic and research staff data

(i) Academic staff by grade, contract function and gender: research-only, teaching and research or teaching-only.

Look at the career pipeline and comment on and explain any differences between men and women. Identify any gender issues in the pipeline at particular grades/job type/academic contract type.

(ii) Academic and research staff by grade on fixed-term, open

5. Supporting and advancing womenôs careers

Recommended word count: Bronze: 6000 words | Silver: 6500 words

A. Key career transition points: academic staff

(i) Recruitment.

Break down data by gender and grade for applications to academic posts including shortlisted candidates, offer and acceptance rates. Comment on how the departmentôs recruitment processes ensure that women (and men where there is an underrepresentation in numbers) are encouraged to apply.

Action 12:

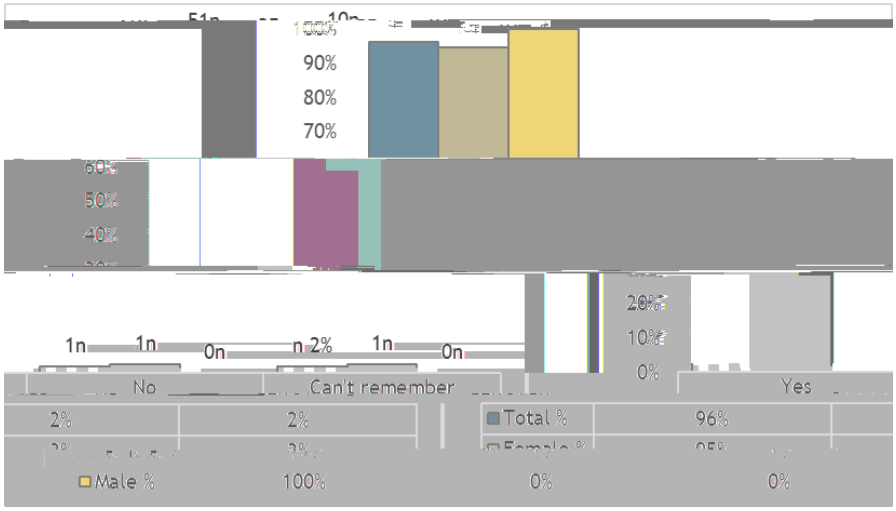
(ii) Induction.

Describe the induction and support provided to all new academic staff at all levels. Comment on the uptake of this and how its effectiveness is reviewed.

DMU induction:

– recently inducted School staff member

Action 13

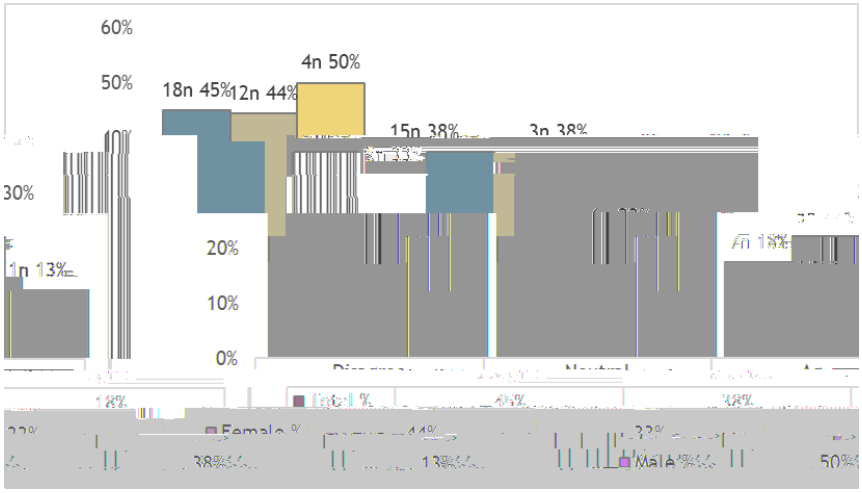


- SSCS 2020

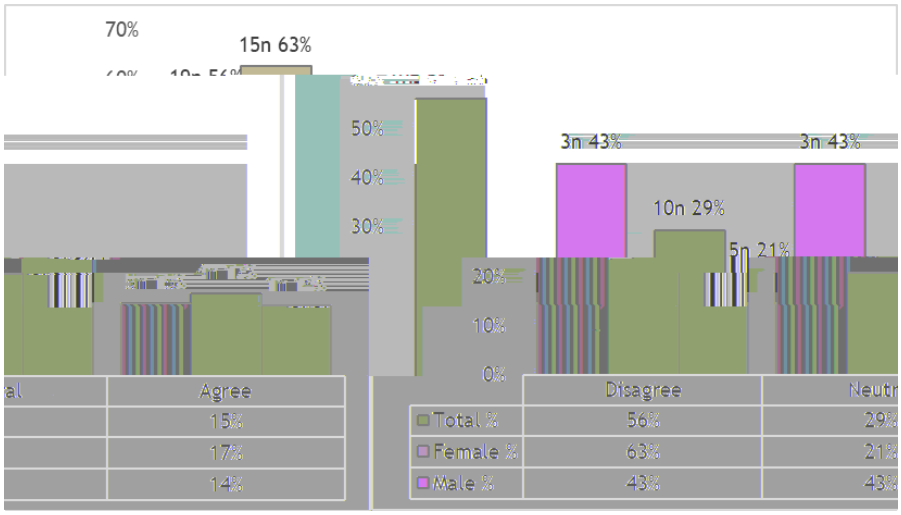
- SSCS 2020

(iii) Promotion.

Provide data on staff applying for promotion and comment on applications and success rates by gender, grade and full- and part-time status. Comment on how staff are encouraged and supported through the process.


60%
50%
4n 50%
18n 45%
12n 44%
30%
20%
10%
0%
Female %
Male %

ACTION 18:


70%
15n 63%
50%
40%
30%
3n 43%
3n 43%
10n 29%
5n 21%
20%
10%
0%
Agree
Disagree
Total %
Female %
Male %
15%
56%
17%
63%
14%
43%

(iv) Department submissions to the Research Excellence Framework (REF)

Provide data on the staff, by gender, submitted to REF versus those that were eligible. Compare this to the data for the Research Assessment Exercise 2008. Comment on any gender imbalances identified.

b. Career development: academic staff

(i) Training.

Describe the training available to staff at all levels in the department. Provide details of uptake by gender and how existing staff are kept up to date with training. How is its effectiveness monitored and developed in response to levels of uptake and evaluation?

Action 19:

	Female	Male	Total
Count	61	22	**83**

[redacted]

(iv) Support given to students (at any level) for academic career progression.

Comment and reflect on support given to students at any level to enable them to make informed decisions about their career (including the transition to a sustainable academic career).

(ii) Cover and support for maternity and adoption leave: during leave.

Explain what support the department offers to staff during maternity and adoption leave.

(iii) Cover and support for maternity and adoption leave: returning to work.

Explain what support the department offers to staff on return from maternity or adoption leave. Comment on any funding provided to support returning staff.

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(iv) Maternity return rate.

Provide data and comment on the maternity return rate in the department. Data of staff whose contracts are not renewed while on maternity leave should be included in the section along with commentary.

Maternity leave uptake	In post 5 months after returning
3	3

(v) [redacted]

(ii) HR policies.

Describe how the department monitors the consistency in application of HR policies for equality, dignity at work, bullying, harassment, grievance and disciplinary processes. Describe actions taken to address any identified differences between policy and practice. Comment on how the department ensures staff with management responsibilities are kept informed and updated on HR polices.

(iii) Representation of men and women on committees.

Provide data for all department committees broken down by gender and staff type.

6. Further information

Recommended word count: Bronze: 500 words | Silver: 500 words

Please comment here on any other elements that are relevant to the application.

WORD COUNT:

TOTAL WORD COUNT:

7. Action plan

The action plan should present prioritised actions to address the issues identified in this application.

Please present the action plan in the form of a table. For each action define an appropriate success/outcome measure, identify the person/position(s) responsible for the action, and timescales for completion.

The plan should cover current initiatives and your aspirations for the next four years. Actions, and their measures of success, should be Specific, Measurable, Achievable, Relevant and Time-bound (SMART).

See the awards handbook for an example template for an action plan.

No.	Application Section	Person/Committee responsible and key contact	Action	Objective	

	4.a PICTURE OF THE DEPARTMENT	Responsible: [redacted]	Work with Widening Participation lead to identify further opportunities to engage with male primary/secondary school children to promote men in nursing for future generations.				

5.a Key career transition points

	5.b Career development	Responsible [redacted]	Notify academic support and line managers of staff who have not completed mandatory training, particularly with regards to EDI.				
	5.b Career development	Responsible: [redacted]	Support appraisers with delivering quality PDP discussions for all staff, collating feedback from appraisees to monitor equality of access to positive career progression advice.				