

Appendix A.
Department of Mathematics Athena SWAN Action Plan 2016-2019

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
1	Reduction in percentage of female applicants for Foundation Degree	Investigate reasons for reduction in student numbers	Spring 2017	Senior UG Tutor, James Hirschfeld	Admissions Tutors, Filippo Cagnetti and Vanessa Styles	Equality Issues are addressed by investigation, and report made to SAT for action
2	Only 42% of current UG students are female	Focus group to explore female 6 th formers' perception of studying mathematics at Sussex	Twice per year at Open Days from September 2016	Head of Department, Enrico Scalas	Filippo Cagnetti and Vanessa Styles	50:50 target UG gender balance by 2019
		Continue analysis of applicants vs acceptance by gender	Annual Review starting from October 2016	SAT Chair, Yuliya Kyrychko		

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
3	2014/5 reduction in female postgraduate taught course applicants	Use focus group to explore with 2015/6 intake	June 2016	Enrico Scalas	Postgraduate student representatives	Report to SAT
4	New MSc in Data Science launched in 2016/7	Monitor applications by gender	October 2017	Head of Teaching Committee, Peter Giesl	Course Convenor, Enrico Scalas	50:50 target gender balance by 2019
5	Interviewers for PhD candidates and staff roles may not be fully trained	All interviewers required to have unconscious bias training	From April 2016	Enrico Scalas	School Administrator, Oonagh Caunter	100% of all interviewing staff have had appropriate training

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
		Develop, pilot and review departmental checklist to fairly allocate Departmental Doctoral Scholarships	Winter 2016 (Develop) Spring 2017(Pilot) Autumn 2017 (Review) then annually	Head of Research Committee, Charalambos Makridakis	Sub-Director of Doctoral Studies, Dimitrios Tsagkarogiannis	100% of staff agree/strongly agree that they understand how funding decisions are made
6	Need to increase the number of female undergraduates who consider applying for PGR courses	Focus Group to explore female UG perceptions of PhD study	December 2016	Yuliya Kyrychko	James Hirschfeld, UG Student Reps	Report informs the content of workshops in Action 14
		Continue to monitor PGR applications	Annually, from October 2016	Dimitrios Tsagkarogiannis	Target of 45% of PhD student intake is female by 2019	

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
		Introduce a termly Athena SWAN newsletter for all UG&PG students	Spring 2017		Oonagh Caunter	100% of student survey responses state that "my department selects PhD students irrespective of gender"
7	Male students relative underachievement at UG level	Academic Advisers to increase their continuous involvement with students identified as weak at end of Year 1	Termly review starting from September 2016	Peter Giesl	Academic Advisers	85% of male students achieving First or Upper Second Results (2014/15, 63%)
8	Additional support for female staff focused on key transition points	Run 2 MPS School workshops with emphasis on Senior Lecturer-Reader and	Spring 2017, Spring 2018	Yuliya Kyrychko	University PVC (Teaching and Learning), Clare Mackie	On completion of their workshop, staff report either "I am ready to apply

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
		Reader-Professor transition	Summer 2018		Oonagh Caunter	for promotion now" or "I know exactly what I have to do to be ready"
9	Need to increase number of female applicants for all future posts in Department	Review workshop outcomes with SAT committee Proactively target female applicants through personal contact and Women in Mathematics networks	Every recruitment opportunity	Enrico Scalas	All staff	Further workshops scheduled as required Target of 40% female applicants (Reader and below). Target of 20% female professorial applicants

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
10	Improve wording of all our job adverts	Establish new links with other mathematics departments through active participation in LMS Good Practice Scheme workshops	Annual report to SAT in Summer Term on emerging good practice	Yuliya Kyrychko	Yuliya Kyrychko	Examples of good practice ideas implemented
11	Only 65% of staff report understanding	Use word-analysis software to ensure wording is effective Include agreed statement in all job adverts	From April 2016	Yuliya Kyrychko	Oonagh Caunter and HR Adviser, Margarita Kostadinova	A sample of job applicants state that "the recruitment process was transparent and equitable"
11	Only 65% of staff report understanding	Information in staff handbook will be checked	Summer 2016	Enrico Scalas	Oonagh Caunter and Margarita	Next Staff Survey will show that 90%

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
	when and how to put in a case for promotion	for accuracy and updates circulated to all staff Termly Athena SWAN newsletter will publish 'how to' case studies	First issue, Winter 2016		Kostadinova	of staff understand how and when to put in a case for promotion
12	Annual appraisal meetings could be used more effectively to help prepare case for promotion	All appraisal meetings will include completion of School of MPS Promotion Checklist form	From July 2016	Enrico Scalas	All Appraisers	100% of appraisal meetings will result in a signed form
13	Improving internal promotion prospects for existing female members of staff	Annual 1-2-1 career coaching meeting between HoD and female members of	From September 2016	Enrico Scalas	Enrico Scalas	On completion of 1-2-1 meeting, staff will state either "I am ready to apply for

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
		staff				promotion now" or "I know exactly what I have to do to be ready"
14	Recruitment of female PhD students	Develop careers events designed to build students confidence Department to run inspirational workshops on PhD study and academic careers	January 2017 From March 2017, then annually	Yuliya Kyrychko	PG student reps with Career Tutor, Istvan Kiss PG student reps with Istvan Kiss	Target of 45% of PhD student intake is female by 2019 On completion, 75% of female attendees will agree that "people like me can have successful academic careers"

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
		Revision of induction material for all final year UG students to include information on PhD research	Annually from September 2016		James Hirschfeld, UG Student Reps	
15	Need to increase appointments to Research Assistant/Fellow	Develop career mentoring support for PhD	May 2017	Yuliya Kyrychko	Dimitrios Tsagkarogiannis and PhD student reps	Target 50% female applicants for these roles
		Proactively target female applicants through personal contact and Women in Mathematics networks	Annually	Enrico Scalas	Oonagh Caunter	

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
16	Increase female appointments to permanent positions (Lecturer and above)	<p>Ensure proportional representation by gender on Research Assistant/Fellow recruitment panels</p> <p>Publicise available support including</p> <p>Mentoring Circles; Action Learning; 1-2-1 Coaching and Masterclasses</p> <p>Proactively target female applicants through</p>	<p>April 2016</p> <p>Termly</p> <p>Annually</p>	<p>Yuliya Kyrychko</p> <p>Enrico Scalas</p>	<p>Dimitrios Tsagkarogiannis</p> <p>Oonagh Caunter, Staff Development Unit</p>	<p>Target of 40% female appointments by 2018 (Reader and below).</p> <p>Target of 20% female professorial appointments by 2018</p>

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
17	Appraisers may not have sufficient training	All appraisers will complete appraiser training, along with equality & diversity training	April 2016	Enrico Scalas	Oonagh Caunter Staff Development Unit	100% of all appraising staff have had appropriate training
18	Whist Staff Survey results on equality & diversity issues generally are strong. we need to keep working in this area	Staff actively participate in Equality and Diversity themed School Away day	18 May 2016	Head of School, Professor Peter Coles	Enrico Scalas	Away day evaluation reports staff remain committed to equality and diversity in our workplace 95% of staff agree/strongly

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
		<p>Introduce a termly Athena SWAN newsletter to all staff members</p> <p>Review impact of Equality & Diversity Champion roles</p>	<p>First issue, Winter 2016</p> <p>Annually from February 2017</p>	<p>Yuliya Kyrnychko</p>	<p>Oonagh Caunter</p> <p>E&D Champions, Steve Churchwell and Alessia Pasquazi; Margarita Kostadinova</p>	<p>agree that "staff are treated on their merit irrespective of gender"</p> <p>85% of staff agree/strongly agree that "if I want to informally discuss an E&D concern, I know who to approach"</p>
19	<p>Only 53% of staff happy with networking opportunities outside Department</p>	<p>MPS Research Colloquia will feature female speakers in proportion</p> <p>Use Athena SWAN</p>	<p>Termly from April 2016</p>	<p>Director of Research and Knowledge Exchange, Seb Oliver</p>	<p>Oonagh Caunter</p>	<p>85% of staff agree/strongly agree that the department provides "useful networking opportunities with University of Sussex"</p>

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
20	Increase female representation on key committees whilst avoiding role overload	newsletter to publicise seminars and research workshops, highlighting female speakers	First issue, Winter 2016	Enrico Scalas	Charalambos Makridakis, Peter Giesl	Balanced representation on departmental committees in agreement with female staff
21	Ensuring our newly established workload model delivers equality & diversity outcomes	Monitor formal workload model by gender and impact on family-friendly policies	Annually, from August 2017	Yuliya Kyrnychko	Enrico Scalas	Maintain staff survey result that 100% of staff agree that allocation is done in a clear and transparent way

Action Number	Issue Identified	Actions	Timescale	Accountability	Responsibility	Outcome
22	Making sure that potential staff and students know about our positive Departmental culture and working practices	Update our externally accessible Departmental Athena SWAN webpage	Termly	Yuliya Kyrychko	Oonagh Caunter	Potential students and job applicants refer to information from the webpage in applications or answers at interview
23	Wide range of outreach activities are taking place but need to clarify which have most impact	Monitor outreach activities to ensure transparency, gender balance and encourage wider participation	Ongoing, review November 2017	Yuliya Kyrychko	School Outreach Officer, Darren Baskill; Designated Mathematics Outreach Officer, Max Jensen	Identify outreach activities with the strongest impact on female students (a) continuing to study mathematics at school; and (b) applying to study mathematics at University

