

Action Plan for Physics and Astronomy Bronze 2014

Item	Description of Action	Responsibility	Timescale	Success Measure
Marketing				
1a	Develop Departmental and MPS Athena SWAN webpages	Department's Marketing team	By start of academic year 2014/15	Positive feedback from focus groups 2a, 2b and 2c
1b	Revise UG, PGT and PGR marketing materials, mindful of Athena SWAN priorities	Department's Marketing team	By mid-year 2015	Positive feedback from group 2a
Focus groups				
2a	To establish a focus group made up of female undergraduates. The group's goal is to suggest ways to enhance the student experience for female undergraduates and hence make the Department more attractive to female applicants.	Senior Tutor	Two meetings in 2014/15 and two meetings in 2015/16	Develop an action plan in 2014/15 and monitor action plan in 2015/16
2b	To establish a focus group made up of Heads of Group and female staff (on fixed term and permanent contracts). The group's goal is to suggest ways to increase the number of women applying for advertised posts. (Partially motivated by Q10 in staff survey)	Head of Department, advised by chair of Athena SWAN SAT	Two meetings in 2014/15 and two meetings in 2015/16	Develop an action plan in 2014/15 and monitor action plan in 2015/16
2c	To establish a focus group made up of postdocs, and recently hired junior faculty (both male and female). The group's goal is to suggest ways to enhance and support the transition from fixed term to permanent positions.	Chair of Athena SWAN SAT	Two meetings in 2014/15 and two meetings in 2015/16	Develop an action plan in 2014/15 and monitor action plan in 2015/16

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2d	To establish a focus group made up of female students and faculty. The group's goal is to investigate more formal mentoring schemes for female students (UG and PG).	Departmental Director of Doctoral Studies	Two meetings in 2014/15	To develop terms of reference to be used in pilot study (item 7c).
2e	To establish a focus group made up of a range of staff (both male and female). The group's goal is to suggest ways to improve the appraisal process. (Partially motivated by Q6 & Q14 in staff survey)	Head of School	In time for 2014/15 appraisal round	To develop a draft promotion-focused form for the MPS appraisal process
Recruitment practices				
3a	Review PGR recruitment practices across the four research groups. Share examples of good practice. (Partially motivated by Q14 in staff survey)	Departmental Director of Doctoral Studies	In time for 2014/15 PGR interviews	Improvement in the rate of offer acceptances by females (2014/15 cycle).
3b	Ask each research group to collate (where possible) reasons why PGR applicants turn down PhD offers. Interpret results and develop policy suggestions.	Departmental Director of Doctoral Studies	After 2014/15 PGR interviews	Improvement in the rate of offer acceptances by females (2015/16 cycle).
3c	Ask SEPnet partners if they have experienced, like us, cases of faculty applicants turning down job offers because of co-location of spouse/partner. Interpret results and develop policy suggestions.	SEPnet Diversity and Impact Lead	By mid 2014/15	An evidenced-based interpretation of the impact of co-location of spouse/partner on the recruitment of female academics.

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3d	Recruit Daphne Jackson Fellow – funding for 3 year, 0.5 FTE Fellow agreed by University for Department of Physics	Head of School	January 2015	Fellow in post.
Surveys				
4a	Analyse survey results from gender and/or role view point and identify follow up actions.	Athena SWAN SAT	9.5.14 SAT meeting	Further actions identified.
4b	Circulate summary of survey results to all staff in Physics.	Chair of Athena SWAN SAT	June 2014	Presentation at a staff meeting.
4c	Establish sub-group to review survey questions and feedback and refine survey for 2015.	Athena SWAN SAT	October 2014	Sub-group formed and amended survey.
4d	Re-run survey	Athena SWAN SAT	March 2015 and annually thereafter	Response rate of >60%
Procedural matters				
5a	Student induction – include a session focused on Athena SWAN priorities (both UG and PG).	Senior Tutors and Careers Tutor	By start of academic year 2014/15	Awareness measured via planned student survey
5b	Maternity/Adoption/Paternity/Parental leave:	School Administrator	a) January 2015,	Improved response to related questions in staff survey.

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	<p>a) Email all line managers annually (in January) about the procedure to follow when a staff member indicates they are pregnant (or is planning to take adoption or long term paternity leave).</p> <p>b) Email all staff about parental leave regulations.</p> <p>(Partially motivated by Q15 & Q22 in staff survey)</p>		<p>January 2016</p> <p>b) October 2014</p>	
5c	<p>Maternity leave: Gather a list of willing mentors who can talk informally, and in confidence, to the person about the preparation for maternity leave, and the return from it. Share this with line managers and add to Athena SWAN webpage.</p> <p>(Partially motivated by Q6 in staff survey)</p>	Chair of Athena SWAN SAT	By start of academic year 2014/15	Delivery of mentor's list to line managers and addition to Athena SWAN webpage
5d	<p>Family friendly policies: Email all staff annually (in January) about family-friendly policies, including a link to the relevant pages on the MPS and University websites.</p> <p>(Partially motivated by Q15 & Q22 in staff survey)</p>	School Administrator	January 2015, January 2016	Improved response to related question in staff survey.
5e	<p>Family friendly policies: Add a standing item to the termly MPS meetings to remind staff about family-friendly policies and to update staff with any relevant changes.</p> <p>(Partially motivated by Q15 & Q22 in staff survey)</p>	School Administrator	By start of academic year 2014/15	Improved response to related question in staff survey.
5f	<p>Adapt the workload model a) so that faculty returning from maternity leave are given teaching remission for the first term</p>	Head of Department	a) By mid 2014/15	a) Improved response to related question in staff survey.

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	after the return, b) to reward those taking up training (on campus and elsewhere).		b) By mid 2014	b) Implementation (as and when required)
5g	Update the HoD's annual work plan to a) to recruit a female member of staff to be the contact point for PGTs and/or PGRs in the event that the MSc Convenor and/or Director of Graduate Studies are male, b) encourage Appraisers specifically to discuss promotion during appraisal meetings, c) encourage the take up of training and networking (on campus and elsewhere). (Partially motivated by Q6 in staff survey)	Head of Department	By start of academic year 2014/15	Improved response to related questions in staff survey.
5h	MPS induction checklist to include a) additional useful items from the University's checklist, b) a discussion of family-friendly policies, c) to introduce new female staff to at least one established female staff member. (Partially motivated by Q6 in staff survey)	School Administrator	By June 2014	Successful trial by new female staff member (starting June 2014). Improved response to related questions in staff survey.
5i	Develop forms/checklists: a) a maternity-leave checklist for line managers, b) an additional, promotion focused, form to the MPS appraisal process for academics (this should also be mindful of fixed term researchers wishing to find permanent academic posts). (Partially motivated by Q6 in staff survey)	Chair of Athena SWAN SAT; Head of Department; HR Adviser	By mid 2014/15	a) Implementation as and when required. b) Improved response to related questions in staff survey.
5j	The SAT will hold a meeting dedicated to outreach, to which the Outreach Officer and some of the student helpers will be invited.	Director of Outreach and Chair of Athena SWAN SAT		To develop terms of reference to be used in pilot study (item 7d).

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5k	Update SAT with 2013 staff data	School Administrator	By start of academic year 2014/15	Growth in staff numbers since 2012 shows at least proportionate increase in female staff.
5l	Unconscious bias seminar in a termly staff meeting (Partially motivated by Q14 in staff survey)	Head of Department and SEPnet Diversity Lead	By mid 2014/15	Improved response to related questions in staff survey.
Recommendations to University Management and other bodies				
6a	Lobby the research councils to allow additional applications from under-represented groups (including women) if they set quotas on the number of 5+ year fellowship applications that can be made by a given institute (e.g. STFC with regard to the Ernest Rutherford scheme).	SEPnet Diversity Lead	By start of academic year 2014/15	Response from RCUK
6b	Recommend that the University include emphasis on diversity or unconscious bias issues in appraisal training. (Partially motivated by Q6)	Chair of Athena SWAN SAT	By start of academic year 2014/15	Response from Staff Development Unit.
6c	Recommend that the University provide additional travel funds to female researchers in STEMM Schools when an appraiser recommends that increased conference etc. participation would be necessary for promotion, or progression from a fixed-term to permanent contract (if travel funds for such participation are not already available from grants).	Chair of Athena SWAN SAT	By start of academic year 2014/15	Response from Senior Management.

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6d	Recommend that SDU include in their induction checklist: Presentation and access to an online version; monitoring the completion of the checklist; adding family friendly policy to the checklist; [for female staff] set up early meets with an established female faculty member.	School Administrator	By start of academic year 2014/15	Response from Staff Development Unit.
6e	Recommend that the University provide a PhD student to each faculty returnee in STEMM Schools.	Head of School	By mid 2014/15	Response from Senior Management.
6f	Recommend that the University provide travel funds to each research-active returnee in STEMM Schools to allow them to take their baby and a carer with them on work trips (this is necessary for those breast feeding, but is also desirable for anyone with child under the age of two).	Head of School	By mid 2014/15	Response from Senior Management.
Pilot studies				
7a	Follow up annual appraisal meeting with a progress meeting after ~6 months (terms of reference will follow those in the University's training for Appraisers). Study to include: 2 female appraisers (male or female appraises), 2 female appraisee (male or female appraisers).	Head of Department	In time for 2015/16 appraisal round	Improved response to related question in staff survey.
7b	Trial of an additional, promotion focused, form to the MPS appraisal process for academics and fixed-term researchers (terms of reference to be developed by SAT).	Head of School	In time for 2015/16 appraisal round	Improved response to related question in staff survey.

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	<p>Study to include: 1+ female appraisee (postdoc), 1+ female appraisee (academic), 2+ (male or female) appraisers.</p> <p>(Partially motivated by Q14 in staff survey)</p>			
7c	<p>Mentoring scheme for female students. (terms of reference to be developed by focus group 2b).</p> <p>Study to include: Mentees: 2+ UG, 1+ PGT, 1+ PGR. Mentors: 1+PGR, 1+Postdoc, 1+Faculty.</p>	Senior Tutors	By start of 2015/16 academic year	Response to related question in planned student survey.
7d	<p>Female focused outreach (terms of reference to be developed via SAT engagement with the Outreach officer and student helpers).</p> <p>Study to include: 3+ female student helpers (UG+PG), 1+ female faculty member, 1+ local high school (mixed), 1+ local high school (girls).</p>	Outreach Director	By start of academic year 2015/16	Response to outreach feedback questionnaire with specific questions relating to female focused outreach.
7e	<p>Line managers using maternity-leave checklists (terms of reference to be developed by SAT).</p> <p>Study to include: 1+ pairing of line manager and pregnant staff (fixed term or permanent) member.</p>	Line Managers where relevant	By February 2015	Feedback from individuals taking part (SAT Chair will debrief them separately).
7f	<p>Mentoring scheme for postdocs (terms of reference to be developed by the University's SAT sub-group on postdoc mentoring).</p> <p>Study to include: Mentees: 2+ female postdocs. Mentors: 1+ Faculty (male or female)</p> <p>(Partially motivated by Q6 in staff survey)</p>	Director of Research	By start of academic year 2015/16	Improved transition rate from fixed term to permanent.

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Staff Development				
8a	<p>Continue to ensure that all members of staff interview panels have received appropriate training. 3bvii) and 4A b i)</p> <p>(Partially motivated by Q14 & Q15 in staff survey)</p>	Head of School	Ongoing	Only those staff who have received recruitment and selection training from the University to sit on interview panels.
8b	<p>Staff who sit on PhD student interview panels to undergo appropriate training.</p> <p>(Partially motivated by Q14 & 15 in staff survey)</p>	Head of School/Staff Development Officer	Ongoing	Only those staff who have received recruitment and selection training from the University to sit on interview panels.