

Action	Page No.	Objective	Action taken to date	Further actions	Responsibility	What success will look like	When success will be achieved
2*	<b>The self-assessment process</b>						
2.1	8 25 28	To communicate and consult with staff and PGR on the Department's Athena SWAN strategy	1. A staff and PGR survey is held annually in September.	1. Continue this practice.	SAT member – Dr Fleming	Robust staff and student data on all aspects of career development, departmental culture and gender equality discussed annually in the Leadership Group	Nov annually
			2. All staff meetings for all categories of staff are held twice a year and Athena SWAN is a standing item on the agenda.	2. As well as continuing this practice, a new Research Forum for PGRs and PDRAs will be set up. The Research Forum will meet 4 times per year in order to increase departmental communication, discuss common issues and provide advice.	Research Advisor	>85% PDRA and PGR Departmental survey responses report that the Department communicates efficiently	Sept 2018
			3. A PDRA focus group was held in 2015 in order to inform Departmental practice.				
			4. A Departmental Athena SWAN Event, with external speakers and round table discussions, is held annually in June for all staff and PGR.	4. Continue this practice.	SAT Chair	Annual Athena SWAN event is well attended with positive feedback	June annually
* Action Plan numbers relate to the corresponding sections in the main application.							

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2.2	8 24 27	To enhance our induction process for new staff	1. A new "Induction and Resources Pack" was developed in 2015 and is available on the Department's website. 2. In 2014 a formal staff induction process was introduced for PDRAs and the PI sends a welcome email about the new member of staff to the whole department.	1. The information and key contacts in the "Induction and Resources Pack" will be updated annually. 2. Continue this practice.	SAT member – Prof Cullis	>90% Departmental survey responses report satisfaction with the induction process	Sept annually
3	<b>A picture of the Department</b>						
3.1	10	To monitor, collate and analyse all data relating to gender representation of students	All data collection on students is now firmly embedded within the Department annual cycle. Includes data on student recruitment and degree results.	1. Continue to monitor, collate and analyse all data. 2. All data are made available for discussion and actions by the relevant committees and the Leadership Group.	SAT member – Dr Villa Marcos	Full datasets for all areas relating to student gender data will be used to inform Departmental practice	July annually
3.2	10	To monitor, collate and analyse all data relating to gender representation of staff	All data collection on staff is now firmly embedded within the Department annual cycle. Includes our annual staff survey, staff exit questionnaire and data on staff recruitment.	1. Continue to monitor, collate and analyse all data. 2. All data are made available for discussion and actions by the SAT and the Leadership Group.	SAT members – Dr Stuart and Dr Fleming	Full datasets for all areas relating to staff gender data will be used to inform Departmental practice	July annually
3.3	12 14	To attract more female international students to take our PGT courses		We will hold focus groups of international female PGTs to develop marketing material to encourage more female international students to enrol on our PGT courses.	Dr Villa Marcos	International female PGTs reporting that marketing materials influenced their decision of department selection	June 2019

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3.4	15 28	To increase the visibility of female role models	1. A Departmental Athena SWAN website was introduced in 2014.	1. Successful careers of recent graduates, particularly females, from the Department will be highlighted on the Athena SWAN webpages.	SAT member – Dr Villa Marcos	>90% staff and PGR Departmental survey responses report that the Department uses women as well as men as visible role models	June 2018
			2. The percentage of female seminar speakers was increased from 14% to an average of 22% over the last 3 academic years.	2. The percentage of female seminar speakers will be increased further to a minimum of 30% over the next 3 years.	Seminar Organiser		April 2019
3.5	18 22 24	To increase the number of female academic staff	1. At least one female is on all interview panels.	1. A new Departmental Staffing Group will be responsible for identifying suitable female candidates ahead of the advertising process and encouraging them to apply.	HoD	The percentage of female academic staff will increase from 17% to 25%	Oct 2019
			2. All job adverts have been amended to highlight our commitment to gender equality and Athena SWAN.	2. The Departmental Staffing Group will also be responsible for drafting, reviewing and approving job specifications and advertising strategies.			
			3. Most staff have undertaken training in “Unconscious Bias” and “Equality and Diversity”.	3. On-line training on “Equality and Diversity” is now compulsory for all staff.			

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3.6	20 25 32	To understand the reasons for PDRAs leaving HEI	A staff exit questionnaire was introduced in 2014.	1. The staff induction pack will highlight on day 1 that all staff are expected to complete a staff exit questionnaire to inform Departmental policies.	Working Lives Coordinator – Prof Ryder	Robust questionnaire data and careers destination database will be used to identify factors for PDRAs leaving HEI for both women and men. This information will be used by the Staffing Group to develop better hiring strategies for attracting more female candidates.	Oct 2019
				2. A final mentoring meeting will be held for all staff before they leave the Department with a clear expectation to hand in their completed staff exit questionnaire.			
				3. A careers destination database for PDRAs leaving our Department will be set up to investigate the number of PDRAs who leave HEI.	SAT member – Dr Fleming		
				4. Focus groups of PDRAs and PGRs will be run by the Research Staff Development Advisor to discuss career opportunities and the reasons for leaving HEI, particularly for women.	SAT Chair/SAT member – Ms Robbins; External Advisors (Naomi Irvine/Martin Coffey)		

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<b>4</b>	<b>Supporting and advancing women's careers</b>						
<b>4.1</b>	<b>22</b>	To enhance the promotion procedure, particularly to encourage and support women	Each member of staff applying for promotion is now appointed a senior academic to help compile the strongest possible case.	<p>1. A library of successful applications for promotion will be compiled with the consent of the authors.</p> <p>2. A new mentoring scheme will be introduced for mid-career staff, especially for those who have not been promoted from Lecturer to Associate Professor.</p>	HoD/WLC	Increase the success rate of applications for promotion, especially in the step up to Associate Professor	Oct 2019
<b>4.2</b>	<b>25 28</b>	To provide information, advice, guidance and continuing professional development opportunities on careers for PDRAs and final year PGRs	<p>1. A PGR careers event with external speakers is held in the Department every two years.</p> <p>2. In-house careers workshops on "Employability Skills", "Job Hunting" and "Interview Skills" have received good feedback.</p>	<p>1. A PDRA/academic will be appointed as "Research Advisor" to provide independent advice to PDRAs and PGRs.</p> <p>2. A formal series of in-house workshops on different aspects of applying for jobs, writing papers and grant applications, will be provided.</p>	<p>Research Advisor</p> <p>Careers Tutor – Dr Karim and RSC</p>	>90% PGR Departmental survey responses report that they have received good advice about career development	Sept 2018

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			<p>3. The Concordat for the Career Development of Research Staff sets out clear standards that research staff can expect from the UoL and the UoL's responsibilities to them.</p> <p>4. Since 2013 the Department has funded 3 PGRs and 1 PDRA to attend the Joliot-Curie conference, the annual RSC event dedicated to supporting the career aspirations of early career researchers, particularly women.</p>	<p>3. The SAT will increase the awareness of the Concordat by promoting it on the Department's website, including it in the staff induction pack and amending the appraisal paperwork to prompt discussion of the Concordat.</p> <p>4. The Department will continue to fund at least 1 PGR or PDRA to attend the Joliot-Curie conference every year</p>	SAT member – Prof Cullis		
4.3	25	To encourage PDRAs, particularly women, to apply for fellowship funding to start their independent career at Leicester, since this route can lead to permanent academic positions	A list of sources of fellowship funding is on the Departmental Athena SWAN website.	<p>1. A database of sources of fellowship funding, with deadlines, will be set up and emailed to all PDRAs annually.</p> <p>2. All PIs will discuss applying for fellowship funding with PDRAs who are interested in developing an academic career.</p> <p>3. The fellowship application will be reviewed internally by two senior members of staff before submission.</p>	Dr Hudson	Increase the number of internal applications for fellowship funding	Oct 2019

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4.4	25	To support research staff to progress to academic careers	1. PDRA representatives have always been a member of the SAT and attended academic staff meetings.	1. There will now be opportunities for PDRA representatives to sit on the Department's Research, Safety and Teaching & Learning Committees.	WLC – Prof Ryder	>85% PDRA survey response report that PDRAs are encouraged to take up career development opportunities.	April 2018
			2. PDRAs have always been encouraged to contribute to teaching in the Department.	2. The Department will support and encourage PDRAs to apply for Associate HEA fellowships.	Director of Teaching		
			3. A new mentoring scheme for PDRAs was introduced in February 2016.	3. A focus group of mentors and mentees will be held to review the mentoring process in the Department.	WLC – Prof Ryder	>85% PDRA survey response report satisfaction with mentoring opportunities.	
			4. All PDRAs are now offered annual appraisals.	4. The Department will introduce a formal commitment of up to 1 day per month on Continuing Professional Development for PDRAs.	WLC – Prof Ryder	>85% PDRA survey response report that PDRAs are encouraged to take up career development opportunities.	
4.5	25	To set up a Midlands Women's Chemistry Network		SAT leads at all Midlands Universities will be contacted and an initial meeting will be held at Leicester in order to set up a female network of PDRAs in Chemistry.	SAT Chair	A Midlands Women's Chemistry Network will be formed with PDRAs from 6 local universities and it will meet at least twice a year.	Oct 2018

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4.6	28	To improve undergraduate knowledge of gender equality issues	An Athena SWAN poster competition for first year undergraduates on an inspirational female chemist was held in 2015.	1. The Athena SWAN poster competition for 1 <sup>st</sup> year undergraduates will become an annual event.	Lecturer (Dr Williams)	All undergraduates receive information on gender equality issues	Oct annually
				2. An introductory session on Athena SWAN and the Department's contribution will be presented annually to the 1 <sup>st</sup> year undergraduates.	Lecturer (Dr Williams)		Oct annually
				3. Introductory slides to Athena SWAN will be added to the rolling electronic display in the front foyer. Any Athena SWAN news and events will also be advertised here.	AMS		Jan 2017, onwards
				4. An annual Athena SWAN event, with external speakers and round table discussions, will be held for final year undergraduates and PGRs.	SAT Chair		April 2018, annually
4.7	29	To rotate SAT members amongst staff, PGR and UG within the Department	In October 2016 we balanced our SAT to attain a 50:50 ratio of female:male members.	We will email the Department annually to ask for new volunteers.	SAT Chair	New SAT members recruited. 20% of our SAT members replaced each year.	Sept 2017, annually

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4.8	33 39	To extend support to staff who take shared parental leave	1. Mentoring is provided to staff who have taken a career break, either through maternity leave or illness.  2. The teaching and administrative workload is reduced substantially (at least 50%) for staff returning from a career break for up to a year.	1. Mentoring will also be provided for staff who are returning to work after taking shared parental leave.  2. The teaching and administrative workload will also be reduced substantially (at least 50%) for staff returning to work after taking shared parental leave.	HoD/Director of Teaching	Staff are encouraged to take shared parental leave	Oct 2018
4.9	34	To extend core hours to include Leicestershire schools half-term holidays	1. All Departmental meetings have been held in core hours since 2012.  2. Seminars were moved to the new start time of 3.30 pm in 2013.	Departmental committee meetings will no longer be held within the Leicestershire schools half-term holidays.	HoD/SAT member – Dr Stuart	Departmental staff survey indicates better work-life balance and support for staff with caring responsibilities	Oct 2017
4.10	34	To celebrate staff and student success	Every 2 months the HoD sends out an email to all staff and PGRs highlighting achievements and successes including promotions, grant awards, fellowships, exceptional teaching, births and marriages.	We will continue this practice and post all achievements and successes on the Departmental website.	HoD/SAT member – Ms Robbins	90% of staff are aware of their colleagues' successes. This will be measured in the annual staff survey	Sept annually

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4.11	35	To provide networking opportunities between researchers and academic staff	1. A Research Day is held every year where final year PGRs deliver a talk and penultimate year PGRs present a poster.	We will continue all of this practice in order to continue to promote an inclusive and friendly research culture.	Postgraduate Tutor	>90% staff and PGR survey report that the Department provides them with useful networking opportunities	Sept annually
			2. Final year UGs, PGRs, PDRAs and academic staff meet for coffee before all Departmental seminars.		Seminar Organiser		
			3. The PGRs hold a "Happy Hour" once a month at 4 pm on a Friday to meet informally over drinks/food and academic staff are invited.		PGR Representative		
4.12	35	To promote an inclusive culture in the Department	1. The traditional Christmas lunch has always been well-attended by all staff and is held in the early afternoon.	With the increasing number of staff, PDRAs and PGRs having children, we will set up an Annual Family Fun Day on Victoria Park.	WLC – Prof Ryder	Annual Family Fun Day is well-attended by all categories of staff, PDRAs and PGRs	July 2018
			2. Retirement parties have always been held in the early afternoon for all staff.				

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4.13	35	To recognise teaching and outreach work as important activities	1. The Department has an annual "Teaching Award" which is advertised through the student representatives on the staff/student committee and is voted for by the UGs.  2. Outreach activities are now included in the Workload Model	1. This practice will be continued.	Lecturer (Dr Williams)	All staff recognise their own and their colleagues' teaching as valuable activities	June annually
				2. Outreach activities will be discussed in the appraisal and promotion process.	KSR – Working Lives Coordinator	More staff are encouraged to undertake outreach activities	
				3. Outreach activities will be publicised on the Department's website, electronic display in the front foyer and highlighted in the HoD's good news emails to all staff.	SAT member – Dr Villa Marcos		
4.14	37 38	To highlight HR policies on paternity, adoption and shared parental leave to all staff	University policies on flexible-working and parental leave are emailed to staff annually.	1. University policies on flexible-working and parental leave will be emailed to staff annually and highlighted at staff meetings.  2. The Departmental Athena SWAN webpages will be updated annually.	SAT Member – Dr Stuart	Staff are encouraged to take paternity and shared parental leave	Oct 2017, annually

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