Kevin Coutinho
Athena SWAN Manager
Email: k.coutinho@ucl.ac.uk

About Athena SWAN Charter

- Recognises and celebrates good practice in gender equality in Higher Education.

- Set up in 2005 - originally aimed at women's progression in Science, Technology, Engineering, Mathematics and Medicine (STEMM)

- From May 2015, charter opened up to departments in Arts, Humanities, Social Sciences, Business and Law departments.

- Can apply for Bronze, Silver or Gold awards.

- Managed by **Advance HE** – umbrella body supporting the HE sector

- Two submission deadlines every year – the last working days of **April** and **November**.

- Awards last for four years from submission date, and must be renewed or upgraded before the award expires.

Athena SWAN Awards:

Bronze

- Analyse staff and student data to identify key areas of attrition and leaks in the pipeline.

- In response to your data analysis, identified key **plans** to address issues. Create an action plan for the next four years

Silver

- In addition to the above, the department will need to evidence that they have implemented actions and are able to illustrate **impact**.

- The department should illustrate a shift in culture that benefits staff at all levels

Gold

- The department needs to show considerable action and impact.

- Gold departments should support other departments by sharing their '**beacon**' activities.

Self Assessment Team (SAT)

SAT takes responsibility for:

- Analysis of the staff and student data,
- Agree and implement actions and initiatives in response to this analysis,
- Pulling together Athena SWAN application and action plan.

Key considerations when establishing your SAT:

- Should be representative and diverse.

- It is important that there is commitment from the HoD and the senior staff. This makes it easier for changes to be put in place and resourced.

- Responsibility for the application and action plan should be shared by SAT members.

- Athena SWAN expect SATs to meet at least 3 times a year to ensure the action plan is implemented and monitored.

Data

EDI Team:

Recruitment data
HESA benchmark data for staff and students
Staff survey data
Student data (UG, PGT, PGR) via student services

Department:

Staff numbers (including grade, contract type, full/part time, clinical/non-clinical)

Maternity / Adoption / Paternity (when recorded by department) / Shared parental leave

Promotion

Turnover

Training data – e.g. the online equality and diversity training and recruitment training.

Department specific information e.g. membership of key committees, gender balance of seminar speakers

REF / RAE data

Application form:

1. **Letter of endorsement from HoD**

2. **The self assessment process**

3. **Picture of Department. Student and staff data**

4. **Supporting and advancing women's careers.**

Key career transitions points: Recruitment, Promotions

Career Development: Appraisal, Inductions, Support for female students; Training; Support for Academic Career Development; Support for application for research grant applications

Similar for Professional Services Staff

Organisation and Culture: Committee's; FT contracts; Workload; Timing of meetings; Culture; Outreach; HR Policies; Participation on influential external committees; Visibility of role models

Flexibility and managing career breaks: Maternity; Paternity, adoption and parental leave; Flexible working

5. **Any other comments**

6. **Action Plan**

What support can the EDI Team offer?

First point of contact for support/queries and guidance

Attend first and last SAT meeting and relevant others as required

Bank of resources and tools e.g. templates for presenting data

Proof read and critique submission

Athena Forum; SWAN Leads email group

Buddy opportunities

Other – facilitate a mock panel.