Appendix 12 – Bronze Department Application

Please note:

The objective of the application is to allow you to identify and focus on the key issues for your department/school/faculty/unit or equivalent being submitted (hereafter referred to as Department). You can include additional data in your application if you would find it helpful but it is not required. You can discuss intersectionality if it is relevant to your application and issues. We have recommended word limits for each section but you can interpret these flexibly as long as your application does not exceed 8500 words. This is an upper limit: you do not have to write 8500 words. Action Plans and Tables are excluded from the word count.

1. **Please provide an introduction to your department.** This should include something about your university type: location: city, campus, split site; and focus: teaching, teaching and research, research intensive. Describe the structure of the department/school/faculty/unit you are putting forward for the award: for staff include data about gender, grade, contract type for the last 3 years. Describe the management and committee structures and include any other information you think will be helpful to the panel. (c1000 words).

2. **Self-assessment team:** Self-assessment teams should reflect the gender balance of the Department. Who was responsible for the preparation and delivery of this application? How are these roles recognised and rewarded? How does your team link with institution level support for Athena SWAN? What support did your institution provide for this application? (c300 words)

3. **For Renewals only:** How did your Department use the feedback offered after your last application? (c300 words)

4. **Student data:** number and percentages by gender at foundation, undergraduate, postgraduate taught and postgraduate research for the current year. Undergraduate and taught postgraduate by gender, degree attainment and completion rates for the last three years. PhD students by gender and completion rate for the last four years. What issues (if any) do these data raise for you? (c750 words)

5. **Post-doctoral fellows:** if your Department has post docs and other fellows please outline the career support you offer (c300 words)

6. **How are the following managed in your Department?** Provide a brief description of each (c250 words per topic). Please outline any ways in which your department diverges from institutional policies and explain why (c250 words).

   Recruitment: please include data on applications and outcomes by gender for academic posts for the last 3 years
   Development
   Promotion: please include data on applications and outcome by grade and gender for the last 3 years
   Maternity leave
   Paternity/ Adoption/Surrogacy
   Shared Parental Leave
   Flexible working
   Appraisal
7. Please outline the ways in which the institution has modified policies to acknowledge the adverse impact the Covid pandemic, including the lockdown, had on the productivity of women academics.

8. **Culture survey:** please attach the results of your culture survey. What were the three most important issues it raises for you and why? (c750 words)

9. **If you already hold a Bronze Award:** Please provide a critical evaluation of your most recent Action Plan. Include your Action Plan and add any other Actions you have initiated since your Award. Use the Overall Commentary to review the Action Plan: what went well, what you are proud of, what was difficult and why, what disappointed you and what you have learned. (750 words) Outline events/circumstances which hindered the achievement of Actions. Overall commentary (c750 words).

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10. **What are the key issues relating to gender that you wish to address over the next 5 years through your Action Plan and why have you selected them?** You are advised to select a few broad priority areas (c5-10) and to identify the specific action to progress them. Think carefully about how you will judge if you have made progress. List the Actions you plan to take and your rationale for this choice. Outline how your proposed actions will help address your key issues and the progress measures you will use. We recognise that there are likely to be a number of sub-actions under each Action. We expect you to use SMART measures to demonstrate progress. We recognise that over the length of the Award, and as your circumstances change, you are likely to initiate additional actions.

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11. **Letter from Head of Department/School/Faculty/Unit:** this letter should outline their (or their predecessors) personal contribution toward the achievement of the last Action Plan; justify the choice of Actions for the new Action Plan; justify the priorities selected for this Plan, and outline their proposed contribution toward its achievement. It should also outline how staff who serve on Athena SWAN panels are recognised and rewarded (c600 words). **For Bronze renewals** the letter should explain why the Department is not yet ready to apply for a Silver Award.

12. Add any other information you think might be helpful