The Future of Athena SWAN

The report of the Athena SWAN Charter Review Independent Steering Group for Advance HE

Appendix 9 –
Athena SWAN: Bronze University Application
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Please note:

The objective of the application is to allow you to identify and focus on the key issues for your University. You can include additional data in your application if you would find it helpful but it 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 7000 words. This is an upper limit: you do not have to write 7000 words. Action Plans and Tables are excluded from the word count.

1. Please provide an introduction to your University. 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 University: include a scissors diagram and data about gender, grade and contract type for academic staff for the last 3 years. Describe the key management and committee roles and structures Including gender balance among senior roles for both academic and professional, technical and operational (PTO) staff. Include any other information you think will be helpful to the panel. If applying for renewal outline key changes and developments which have taken place since your last Award (c1000 words).

2. Please provide a description of your Equality, Diversity and Inclusion structures, staff and university level resources. (c300 words)

3. Self-assessment team: who was responsible for the preparation and delivery of this application? How are these roles recognised and rewarded? (c300 words)

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

5. What sources of data have you used to inform this application? Staff surveys, focus groups etc. Why did you choose these sources? (c300 words)

6. What are your University policies in relation to each of the following: Provide a brief description of each (c250 words per topic):

   Academic Recruitment
   Academic Development
   Academic Promotion
   Academic Maternity leave
   Academic Paternity/Adoption/Surrogacy/Shared Parental Leave
   Academic Flexible working
   Academic Appraisal
   
   Professional, Technical and Operational (PTO)
   PTO Recruitment
   PTO Development
   PTO Promotion (where relevant)
   PTO Maternity Leave
   PTO Paternity/Adoption/Surrogacy/Shared Parental Leave
   PTO Flexible working
   PTO 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. If applying for Renewal: 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. Outline events/circumstances which hindered the achievement of Actions (Overall commentary c1000 words).

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<th>Action</th>
<th>Rationale</th>
<th>Timescale</th>
<th>SMART Progress Measures</th>
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<td>Commentary</td>
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9. What are the key issues relating to gender that you wish to address in your next Action Plan and why have you selected them? You are advised to select no more than 4-8 broad priority areas and to specify specific actions to progress them. Think carefully 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 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 an Award, and as your circumstances change, you are likely to initiate additional actions and to modify others.

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10. Letter from Vice Chancellor/ Provost or equivalent: For Bronze renewals, the letter should explain their (or their predecessors) contribution toward the achievement of the previous Action Plan. For all applications: this letter should justify the priorities selected for the new Action Plan and outline their propose personal contribution toward its achievement. It should also outline how staff working in Diversity and Inclusion are recognised and rewarded at institution level.

For Bronze renewals the letter should also explain why the University is not yet ready to apply for a Silver Award. (c750 words)

11. Add any other information you think might be helpful