Appendix 14 – Athena SWAN: Gold Department 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 department/school/faculty/equivalent unit of assessment (hereafter referred to as Department). You can include additional data in your application if you would find it helpful but it is not required. We have recommended word limits for each section but you can interpret these flexibly as long as your application does not exceed 10,000 words. This is an upper limit: you do not have to write 10,000 words. Action Plans and Tables are excluded from the final 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/equivalent unit you are putting forward for the award: for staff include data about gender, grade, contract type since your last Award. Describe the key management and committee structures, including gender balance. Include any other information you think will be helpful to the panel. Outline key changes and developments which have taken place since your last Award (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. **Previous application:** How did your Department use the feedback offered after your last application? (c300 words)

4. **Beacon activities:** How does your Department contribute to the support of Athena SWAN and other Diversity and Inclusion activities in both your institution and in other institutions? How are you addressing intersectionality? (c750 words)

5. **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)

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

7. **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 (250 words).

    Recruitment: please include data on applications and outcomes by gender for academic posts since your last award

    Development

    Promotion: please include data on applications and outcome by grade and gender since your last award

    Maternity leave

    Paternity/ Adoption/ Surrogacy Shared Parental Leave

    Flexible working

    Appraisal
8. 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.

9. Professional Technical and Operational Staff (PTO): Outline the gender, number, type and grades of your PTO staff for the last 3 years. What aspects of their support and development is the Department responsible for and how does the Department discharge these responsibilities? (c300 words)

10. Culture survey: please attach the results of your culture survey. How have the results changed since your last survey? What are the three most important issues it now raises for you and why? (c 600 words)

11. 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. (c1,000 words).

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<th>Action</th>
<th>Rationale</th>
<th>SMART Progress Measures</th>
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<td>Commentary</td>
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12. 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 identify specific actions 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 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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13. 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).

14. Add any other information you think might be helpful