

Action	Description of action	Situation at Nov 2015	Further action planned from Nov 2015	Responsibility	Timescale	Measure of Success
<b>1. General</b>						
1.1	Publicise the Athena SWAN programme and expand on the Department's approach to achieving these aims	The following have been placed on MSM's website: 1. Athena SWAN bronze application 2. Athena SWAN meeting minutes 3. Links to Athena SWAN and University Athena SWAN webpages	Produce an updated and expanded Athena Swan webpage Continue to add material, and links to the University's well-described policies and procedures	Head of Department, Academic Secretary, Administrative Secretary	Ongoing	Information readily available on Department website with appropriate links.
1.2	Update the Department's 'family tree' of committees to include Athena SWAN Committee	Completed	N/A	Head of Department's Office	Completed	Fully constituted Athena SWAN Committee meets termly, reports to Staff Meetings and is embedded into the normal business of the Department.
1.3	Improve internal communications mechanisms	Athena Swan Committee meetings being held regularly (monthly up to renewal application, quarterly following)  Regular meetings between Athena Swan committee members & HoD  HoD includes Athena Swan as a standing agenda item in staff meetings	Staff / student consultative committee meetings  Conduct a student survey	Athena Swan Committee	Ongoing	
1.4	Improve external communications mechanisms	Reporting of Athena Swan actions status to the School  Committee members attending the School's E&D forum	Consult with Val Gibson & Nick Bampos (Senior Gender Equality Network champions)	Athena Swan Committee	Ongoing	Continued engagement with other Athena Swan activities and initiative within the University.
1.5	Identify and share best practice	Athena Swan Committee members attending university Athena Swan Network events	Meetings with other departmental Athena Swan committees – E&D buddy scheme (HJ Stone with M Howe)  Cross-university discussions (e.g. Lesley Cohen from Imperial Physics)	Athena Swan Committee	Ongoing	Successful engagement and sharing of best practice.

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<b>2. Baseline Data and Supporting Evidence</b>						
2.1	Collection and analysis of data on undergraduate students	The availability of student data has improved through centralised data capture.	Compare numbers with other physical sciences  Monitor UG performance by gender	Athena Swan Committee and Teaching Committee	Annual review	Improved ability to monitor undergraduate and postgraduate M/F student breakdown from application stage through to analysis of examination results.
2.2	Identify issues and opportunities to address gender imbalance in UG performance	Identified differences in UG performance by gender	Compare continuously assessed vs examination performance by gender	Graduate Education Committee and Teaching Committee	Annual review	
2.3	Collection and analysis of data on postgraduate students	The availability of student data has improved through centralised data capture.	Compare numbers with other physical sciences	Graduate Education Committee	Annual review	
2.4	Collection and analysis of data on postdoctoral researchers	Data captured on recruitment through the CHRIS/RAS system. Historic recruitment performed outside to CHRIS/RAS, without adequate data capture.	Seek to identify origins of falling % of female researchers	Athena Swan Committee	Annual review	More complete and detailed staff data available for analysis via upgraded CHRIS/RAS online systems.
2.5	Collection and analysis of data on academic staff	Data now available. Further analysis required.	Identify trends  Compare numbers with other physical sciences	Athena Swan Committee	Annual review	
2.6	Identify next career steps	No data currently acquired on staff exit	Introduce staff & student exit forms	Academic secretary	Ongoing	

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<b>3. Career Development</b>						
3.1	Review the system concerning appraisals and consider how best to integrate the University's new scheme with our current practices	All professorial staff put forward for appraisal training.  Appraisals of about ½ of academic staff now completed	Seek to perform appraisals of all academic staff before end of Easter 2016.  Extend to PDRA staff on completion.	Head of Department's Office	Ongoing	Increased overall participation rate. Increased participation by academic staff in the appraisal training available from the University - achieved.

3.2	Monitor Senior Academic Promotions by gender and grade	Data available	Data analysis	Athena Swan Committee	Annual review	
3.3	Extend mentoring scheme	At present only new academic staff or research fellows are offered a mentor. Take-up under a pilot study of Researchers was low.	Aim to offer all newly-appointed research staff a mentor. Female members of staff offered the option of having a female mentor.	Academic Secretary	Ongoing	All postdoctoral research staff are offered a mentor at the time of their appointment and take up is monitored.
3.4	Offer advisors to research students	The majority of research students are offered an advisor.	Continue to offer all new research students an advisor.	Academic Secretary	Ongoing	All students have an advisor to call on.
3.5	Increase awareness of developmental opportunities		Identify appropriate student conferences / workshops / etc	Academic Secretary	Ongoing	

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<b>4. Key Career Transition Points</b>						
4.1	Improve recruitment process	Reference to family friendly policies is not made consistently in recruitment literature	Ensure that reference to the Athena SWAN Scheme and family-friendly policies appears consistently	Administrative Secretary, Academic secretary	Ongoing	A broad spectrum of high-quality applicants for academic posts and studentships.
4.2	Monitor postdoctoral recruitment	Unexplained dip in recruitment of women in 2011-12. Situation has since improved but remains below target.	Monitor %F applicants and % shortlisted and recruited. Include statements in job adverts encouraging applications from women.	Athena Swan Committee	Ongoing	Maintain a level of at least 30% female applicants, consistent with pipeline percentage.
4.3	Ensure that all eligible staff are given the opportunity for promotion	University process in operation	Publicise the Senior Academic Promotion CV Scheme planned for 2016.	Head of Department	Ongoing	Staff make an application at the <u>right time for them</u> , to maximise chances of success.
4.4	Improve gender balance into physical sciences	Unbalanced ratio of M/F applying for Natural Sciences Tripos  M/F success rates into UG Natural Sciences is unequal	Encourage female PG students to sign up as STEMNET ambassadors  Engage with college admissions tutors regarding selection criteria	Athena Swan Committee & HoD	E 2016	

4.5	Increase the profile of female role models in Materials Science		Seek to have 50:50 mix of M/F lecturers in 1A & 1B  Staff / student profiles on the website	Teaching committee  Athena Swan Committee	Ongoing	
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<b>5. Organisation and Culture</b>						
5.1	Consultation with staff and students	Staff survey run by the School of the Physical Sciences has been completed.	Analysis of results of the staff survey to identify issues and opportunities for improvement.	Head of Department's Office	M2015	Depends on what emerges, but we could set up focus groups to discuss points of interest or concern generated by the response to the questionnaire
5.2	Develop an improved workload model	The workload model has not been updated since its inception	Develop and refine the workload model	Teaching Fellows & Athena Swan Committee	Ongoing	
5.4	Increase E&D awareness in DMSM	All staff contacted to complete E&D training  Updates of training provided monthly	Continue to monitor E&D training	Athena Swan Committee	Ongoing	Target for E&D training of 100% for academic staff, 50% of other staff
5.5	Ensure all involved with recruitment & staffing have E&D training	100% of academic staff have now completed E&D training	New academic staff to be asked to complete E&D training	HoD office	Ongoing	
5.6	Gender balance on committees		Ensure all committees have adequate M/F ratios without increasing workload on female staff	Monitoring by Athena Swan Committee	Ongoing	Gender balance on committees to match DMSM M/F ratio

<b>6. Flexibility and Managing Career Breaks</b>						
6.1	Monitor flexible working requests	Flexible working recorded centrally from M2012	Evaluate requests for flexible working	Administrative Secretary and Head of Department	Ongoing	Improved ability to monitor and evaluate flexible working requests
6.2	Increase awareness of flexi-hours and family friendly working policies	Links to appropriate resources added to DMSM Athena Swan website	Creation of a new induction pack being considered by Athena Swan committee	Athena Swan Committee	Ongoing	
6.3	Ensure meetings in core hours	Some meetings starting at 4pm, limiting attendance by those with caring responsibilities	Schedule all meetings within core hours	Athena Swan Committee to address through HoD office	Ongoing	All meetings within core hours
6.4	Formal meetings with all those expecting children &	Meetings arranged at carers request	Ascertain individual needs and discuss suitable	Administrative Secretary	Ongoing	

	with caring responsibilities		personal options  Ensure responsibilities are taken into account when considering promotion, career development, flexible working requests			
6.5	Links to those on maternity/paternity leave	Currently only informally managed through research groups	Arrange keep in touch events  University pays for 10 keeping in touch days	Administrative Secretary	Ongoing	
6.6	Encourage applications to the University Returning Carers Fund		Awareness of university scheme  Case study?	Administrative Secretary	Ongoing	
6.5	Alternate career paths	Limited opportunities for alternative career paths inspite of DMSM having a number of individual in this category.	Continue to pressure the University to create a career structure for those with mainly teaching responsibilities	HoD office	Ongoing	