

Appendix 2 Newcastle University Athena SWAN Action Plan 2012-15

The action plan will address five main areas: Support structures, Career Advice and Support, Communication, Key Transition Points, Appointment and Promotion and Policy and Procedures.

Action	Description of action	Action taken already and outcome at November 2012	Further action planned at November 2012	Progress Log	Responsibility	Timescale	Start date	Success Measure
1.	Support Structures							
a.	Support and encourage more departments to apply for an Athena SWAN Silver Award with a view to the University achieving Silver status by 2015.	Silver Award for IHS. ICM applying for Silver November 2012. SAT rep attended FMS Faculty Executive Board. Discussions of Athena SWAN at University Executive Board – given full support and encouragement to all academic departments to apply for Silver status. Creation of Athena SWAN Co-ordinator role in FMS to support applications.	SAT rep to attend SAgE Faculty Executive Board in November 2012. Develop & deliver masterclasses for departments wishing to apply (with support from in-house experts).		SAT HRPPT/SDA/A-SC (with input from IHS & ICM)	Nov 2015	Nov 2012 Nov 2013	A marked increase in the number of University departments with Silver Athena SWAN awards by 2015.
b.	Review composition of Self Assessment Team		Maximise engagement with SET Departments. SAT members to actively cascade messages between SAT and constituencies.		SAT	Nov 2013	Feb 2013	An increase in University departments applying for Athena SWAN Silver by 2015.

c.	Further develop mentoring scheme to increase participation rates among research staff, and to extend to academic staff	Previous action 1e in 2009-12 plan	Develop communications mechanisms to publicise the scheme more widely. Identify and train volunteer mentors and coordinators of the scheme.		SDA	June 2013	March 2013	Evidence events have taken place. Numbers engaging with the scheme. Evaluation
d.	Roll out Career Pathways Framework for researchers in Faculty of SAgE	Four SAgE Faculty Research Fellowships awarded March 2012	<p>Develop publicity information, train advisers and hold introductory workshops for researchers and PIs in SAgE to launch the framework.</p> <p>Send out first annual call, hold career development workshops and arrange career pathways reviews as appropriate.</p> <p>Advertise for the next round of SAgE Faculty Research Fellows.</p>		HRM SAgE/FRD SAgE/SDA	<p>Jan 2013</p> <p>March 2013</p> <p>Jan 2013</p>	Nov 2012	Number of researchers engaged with events. Number of career pathway reviews. Evaluation.

e.	Continued involvement in North East Athena Swan Network. Using network as a resource for best practice and innovation.	Hosted first North East Regional event in August 2012.	Identify most appropriate representatives to attend regional meetings		SAT	Nov 2015	Nov 2012	Attendance at events. Dissemination of best practice and innovation.
2.	Career Advice & Support							
a.	NU Women to continue to provide 2-3 events per year with networking opportunities for female staff.	NU Women created and developed during last AS action plan period.	Active programme of events planned including International Womens' Day event in 2013. NU-Women event to raise aspirations and opportunities to increase academicians.		NUC/HRPPT	Nov 2013 to Nov 2015	Nov 2013	Evidence of 2-3 events hosted each year. Evaluation from events.
b.	SAGe Faculty to hold a biennial event for academic staff (grades F/G) hosted by senior staff. Issues to cover include retention, working conditions, promotions criteria and support for working parents/carers.	Event held in November 2009 but not repeated due to capacity issues and staff changes.	To hold events in 2013 and 2015		PVC Sage/DFG/SDA	Biennially from 2013	2013	Attendance at event. Feedback from event leads to action/changes.

c.	SAGe Faculty to hold a biennial event for academic staff (grades H/I) hosted by senior staff. Issues to cover include leadership and retention.	Event held in November 2009 but not repeated due to capacity issues and staff changes.	To hold events in 2014 and 2016			Biennially from 2014	2014	Attendance at event. Feedback from event leads to action/changes.
d.	Develop a workshop or programme for women in academia focused on career development that will attract female participants from SET departments.	Womens development programme on the SDU open programme attracts few women in SET and even fewer academics/researchers in SET	Pilot 'Managing your Academic Career', a 1 day career development programme for women designed by UKRC and Vitae, during 2013 diversity season (link to vitae website) Review and develop as an annual offering on the SDU open programme.		SDA	March 2013 August 2013	Nov 2012	Attendance and feedback
e.	Investigate rolling out "Unpacking Your Chair" for FMS and SAGE.	Piloted in HASS in 2011.	Review evaluation and feedback from initiative.		SDA	Nov 2015	Nov 2013	Programme extended to FMS and SAGe.

3.	Communication							
a.	Provide visible role models across a broad range of disciplines and career stages	PR department supportive of reflecting diversity of staff. Visible change in news reports from 2011 showing more stories about successful women.	To have at least 3 major news stories featuring inspiring Newcastle University women in PR/News articles and on institutional webpages e.g. Faculty, School/Institute, careers, SDU.		DPR/SAT/SDA	From Nov 2012	Nov 2012	Evidence of news stories and career pathways case studies featuring women.
b.	Survey of NU-Women members to ensure the network is providing what is needed/wanted.	Survey carried out in 2012 – feedback will guide future events.	Survey results will also inform AS Action Plan between 2012 and 2015. Further survey planned for 2015.		HRPPT	From Nov 2012	Nov 2012	Evidence of surveys conducted. Associated actions added to original plan by 2015.
c.	Effective use of Employee Opinion Survey	Surveys conducted in 2007 and 2010 but nothing specific to Athena SWAN	Explore how EOS 2013 can support Athena SWAN by SAT members liaising with project lead.		HRPPT/SAT	Autumn 2013	Nov 2012	Athena SWAN or more gender specific questions embedded in survey.

d.	Improve communication about Leadership Development Centres and other development opportunities.				LDM/SDA	Nov 2015	Nov 2012	Evidence of higher proportion of women attending centres. Cohort analysis of attendees.
e.	Improve communication around Athena SWAN related activities and consultation on new initiatives	Update webpages regularly and use the most effective channels.	Explore methods for promoting Athena SWAN in all activities.		SAT Team, DPR	Nov 2015	Nov 2013	Staff identifying with Athena SWAN logo and understand its significance.
4.	Key Transition Points, Appointments and Promotion							
a.	Explore options for providing peer support for maternity returners e.g. buddying scheme or maternity returners group.	Maternity survey conducted in 2011. Maternity guidance for managers launched in 2012.	Further exploration of which peer support tool would be most effective for our employees and implement.		HRPPT	Nov 2015	Nov 2012	Peer support mechanism in place by 2015.
b.	Investigation local crèche facilities for use by University students and staff.	Childcare information is now in one place on our website.	Providing clear information on what services are available locally. Explore corporate discount options.		HRPPT	Dec 2013	May 2013	Crèche facilities included in parental information for students and staff.

c.	Giving women the confidence to apply for promotion.	Content of promotions workshops reviewed to include information about promotions from teaching and learning careers pathway. Leadership development centres available to academic staff.	Ensuring career development and promotion opportunities are discussed in PDRs.		HoAU/EDHR	Nov 2015	Nov 2012	
d.	Develop specific maternity guidance for women working in laboratories.	General managers guidance already published	Specific guidance for those working in laboratories and thinking about getting pregnant or are already pregnant.		HRPPT/OH	May 2014	Nov 2013	Document published. Pregnancy risk assessments.
5.	Policies and Procedures							
a.	Remove barriers to parents/carers being able to attend conferences.		Explore funding options to assist parents/carers to pay for respite or additional childcare costs associated with attending conferences. e.g review boundaries of use for Personal Research Accounts		FIN/HRAO	Oct 2013	Mar 2013	New policy in place regarding attendance at conferences for parents/carers.

b.	Review REF submissions by gender compared to whole academic pool (i.e. not just REF eligible)	Equality Analysis on REF undertaken in April 2012	Further analysis due Nov '12 and July '13. To include analysis of whole academic pool to better understand the career choices of men and women.		HRPPT	Mar 2014	Nov 2013	Evidence of analysis undertaken and subsequent actions identified and included in action plan.
c.	Examine exit data on women leavers and conduct sample exit interviews, including non-returners from maternity leave.	Work on developing a system for conducting exit interviews is underway.	On-line system for collecting data is planned for 2012/13. Face to face interviews to be held for targeted groups. E.g . Female academic leavers at grade H.		ADHR/HRIS	On-going from May 2013	May 2013	Evidence of number of exit interviews completed on line. Number of targeted face to face interviews conducted.
d.	Design and implement Guidance for Managers of staff who have caring responsibilities.	Carers' Network established, research regarding provision in other Universities undertaken.	Guidance to be written and communicated to all staff via the HR website.		HRPPT	Dec 2013	From Sept 2013	Guidance approved and available on website. Feedback via Carers' Network and EOS

e.	Encourage a culture where researchers and academics take their full annual leave entitlement (and as much of their parental leave entitlement as they really want to) without fear of falling behind or being discriminated against.		Accurate recording of annual leave to be reinforced by senior managers.		ADHR	Nov 2015	From Nov 2013	CROS Survey results for work-life balance improved.
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Key to Action Plan:

1. HoAU = Head of Academic Unit
2. HoG = Head of Research Group
3. EDHR= Executive Director of HR
4. SAT = University Self Assessment Team
5. HRAO = Human Resources Adviser (Operations)
6. NUC= Chair of NU-Women
7. SDA = Staff Development Adviser
8. A-SC= Athena SWAN Coordinator for FMS
9. ADHR= Assistant Director of HR
10. HRIS = HR Information Systems Adviser
11. HRPPT= HR Policy and Projects Team
12. PVC Sage = Pro-Vice-Chancellor for SAgE Faculty
13. DFG = SAgE Faculty Dean for Gender
14. DPR= Director of PR
15. FIN= Finance (Deputy Director of Finance and Planning)
16. EOS= Employee Opinion Survey
17. HRM SAgE= SAgE Human Resources Manager
18. FRD SAgE = Faculty Research Dean, SAgE