

ATHENA SWAN EXTENDED ACTION PLAN

The Action Plan of our 2019 Athena SWAN application was made of 18 actions, each belonging to one of 3 main categories (Fig.1):

- Self-assessment (4 actions)
- Composition of student/staff body (3 actions)
- Advancing Women’s Career (11 actions)

The last category was further divided into 4 sub-categories: Representation, Training, Promotion and Wellbeing.



Fig. 1. 2019 Athena SWAN Action Plan categories

In June 2023, the EDI Committee agreed to request a 1-year extension of its current Bronze Award. To do so, the EDI Committee needs to agree how to extend the current action plan in 1 year. In the following, proposals for extending the actions of each category are described. The extended actions should be finished by October 2024. The proposals were collected during our last EDI Committee meeting on 11th October 2023 and approved by all members of the Committee on 13th October 2023.

A) SELF-ASSESSMENT ACTIONS

Action ID, Name & People involved	Success criteria & outcomes	Extension
3.1. Review SAT Membership ⁽¹⁾ ATHENA SWAN Chair (Dr. A. Beghelli)	First review held and annual review incorporated into Department SWAN planning cycle.	<ul style="list-style-type: none"> • Maintain annual review process established in first semester of 2021, ensuring diverse representation of staff (academic, clerical, technical) and students (UG & PG) • Produce summarised report of partial impact of this action by first term of 2024
3.2. Champion roles to led on specific aspects. ATHENA SWAN Chair (Dr. A. Beghelli)	All actions met / targets achieved	<ul style="list-style-type: none"> • Maintain progress on allocated actions • Produce summarised report of partial impact of this action by first term of 2024
3.3. Review the EDI effectiveness of key UCL changes ATHENA SWAN Chair (Dr. A. Beghelli)	Additional action elements if issues identified.	<ul style="list-style-type: none"> • Record impact of change in promotions (statistics) and hybrid working scheme • Review the minutes of EDIC and People & Cultures (sent by UCL

		<p>EDI Manager Tom Glynn on 09/10/23) to identify other changes</p> <ul style="list-style-type: none"> • Produce summarised report of partial impact of this action by first term of 2024
<p>3.4. Produce a webpage on the departmental site promoting the activities of the SAT ⁽¹⁾</p> <p>Communications Manager, TBC</p>	<p>EDI website launched</p>	<ul style="list-style-type: none"> • Maintain actualisation of website (e.g. new SAT members, requested information from colleagues) • Produce summarised report of partial impact of this action by first term of 2024

(1) SAT: Self-Assessment Team, made of the members of the EDI Committee.

B) COMPOSITION OF STUDENTS AND STAFF BODIES

Action ID, Name & People involved	Success criteria & outcomes	Extension
<p>4.1. Establish the regular monitoring of attainment by ethnicity [gender] for the UG cohort</p> <p>Head of Teaching (Prof. Sally Day)</p> <p>UG Tutor (Dr. Chow Yin Lai)</p>	<ul style="list-style-type: none"> • Identify the scale and nature of the problem and develop action plan. • Reduce attainment gap to zero. 	<ul style="list-style-type: none"> • Include attainment gap information in Board of Examiners • Contact student if low engagement and performance detected • Re-think student team formation to avoid poor learning experience from minority students • Produce summarised report of partial impact of this action by first term of 2024
<p>4.2 Survey to PGT cohort find out what makes students choose to come to UCL and generate action plan to improve recruitment.</p> <p>PG Tutor (Prof. Miguel Rio)</p> <p>PG Reps (Farah Comis, Christina Vivian)</p>	<ul style="list-style-type: none"> • Achieve a female intake of 45% (improving on ~40% of 2016-2017 intakes) 	<ul style="list-style-type: none"> • Analysis of survey data collected during Oct-Nov 23 • Take actions based on survey • Produce summarised report of partial impact of this action by first term of 2024
<p>4.3. Introduce exit interviews for staff</p> <p>Dept. Manager (Andy O'Reilly)</p>	<ul style="list-style-type: none"> • Process for interviews established • Take additional actions if issues identified. 	<ul style="list-style-type: none"> • Protocol for EEE HR to direct leaving staff to the Faculty Deputy Director of Operations (Emma Joseph) for exit interview • Compare number of exit interviews completed vs. number of staff who left since action plan created. • Assess how exit interviews were created (i.e. in person, via

		<p>a MS Tteams form or a combination)</p> <ul style="list-style-type: none"> • Identify common themes raised during exit interviews. • Ask Faculty how these themes compare with common themes being reported in other departments. • Review gender balance of those taking advantage of an exit interview • Produce summarised report of partial impact of this action by first term of 2024
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C) ADVANCING WOMEN'S CAREER

C.1. REPRESENTATION

Action ID, Name & People involved	Success criteria & outcomes	Extension
5.1. Set up a working group to set actions for supporting transitions from PhD to RA PD Rep (Dr. Lingxi Li) Research Fellows Rep (Dr. Lalitha Ponnampalam)	<ul style="list-style-type: none"> • Aim for 22% female historically seen at PGR level in the PDRA staff level. 	<ul style="list-style-type: none"> • Review of advertisement for PDRA positions • Provide lunch chat with female PhD students and PDRAs • Support PhD students to identify suitable PDRA positions • Produce summarised report of partial impact of this action by first term of 2024
5.8. Review make-up and selection processes of key committees in the department. Head of Department (Prof. Sarah Spurgeon) Prof. Neil Curson	<ul style="list-style-type: none"> • Clear documentation on committee membership • Appropriate balance of all committees. 	<ul style="list-style-type: none"> • Store data collected (key committees and gender composition) in easily available repository • Produce summarised report of partial impact of this action by first term of 2024
5.11 Review of imagery in the development of new web content Communications Manager, TBC	<ul style="list-style-type: none"> • Balanced collection of role model images in EEE website 	<ul style="list-style-type: none"> • Act upon the results of the revision currently in progress • Produce summarised report of partial impact of this action by first term of 2024

C.2. TRAINING

Action ID, Name & People involved	Success criteria & outcomes	Extension
5.2. Monitor and promote the attendance for all staff on unconscious bias training and other equalities training	<ul style="list-style-type: none"> • Obtain a baseline for attendance of equalities training and increase the level (90% staff completed) 	<ul style="list-style-type: none"> • Collection of data from Central UCL has proven difficult. Collect EEE data of previous years (reminders have been sent

<p>Head of Department (Prof. Sarah Spurgeon) Inclusion Lead (Louise Davis)</p>		<p>throughout the years and some training is compulsory)</p> <ul style="list-style-type: none"> • Produce summarised report of partial impact of this action by first term of 2024
<p>5.7. Provide bullying and harassment training Head of Department (Prof. Sarah Spurgeon) Inclusion Lead (Louise Davis) ATHENA SWAN Chair (Dr. A. Beghelli)</p>	<ul style="list-style-type: none"> • Increase the percentage of staff who would feel able to report bullying and harassment by 10% and increase the score for 'I am treated with fairness and respect at UCL' by 10% to meet institutional norms'. 	<ul style="list-style-type: none"> • Complete sessions with research groups. Optical Networks Group and the group of Information and Communications Engineering have completed their session. • Collect reporting rates • Produce summarised report of partial impact of this action by first term of 2024

C.3. PROMOTION

Action ID, Name & People involved	Success criteria & outcomes	Extension
<p>5.3. Workshops to better explain promotion process. Dept. Manager (Andy O'Reilly) ATHENA SWAN Chair (Dr. A. Beghelli)</p>	<ul style="list-style-type: none"> • Improvement in survey score (24% of staff not clear of promotion criteria). • All appropriate staff applying. 	<ul style="list-style-type: none"> • Produce summarised report of partial impact of this action by first term of 2024
<p>5.4. Provide guidance on the effective use of appraisals. Head of Department (Prof. Sarah Spurgeon) ATHENA SWAN Chair (Dr. A. Beghelli)</p>	<ul style="list-style-type: none"> • Reduce the staff numbers who are neutral to the appraisal process by 50% 	<ul style="list-style-type: none"> • Collect data on impact of new appraisal form • Produce summarised report of partial impact of this action by first term of 2024
<p>5.9 Identify processes to support engagement with influential external committees. Head of Department (Prof. Sarah Spurgeon) Chair of Research Committee, Prof. Andreas Demosthenous ATHENA SWAN Chair (Dr. A. Beghelli)</p>	<ul style="list-style-type: none"> • Greater number of staff on influential external committees. 	<ul style="list-style-type: none"> • Devise a plan with the Chair of Research Committee on how to monitor and encourage engagement • Produce summarised report of partial impact of this action by first term of 2024

C.4. WELLBEING

Action ID, Name & People involved	Success criteria & outcomes	Extension
<p>5.5 Address work-life balance for all staff, but in particular, academic staff (excessive working hours culture) Head of Department (Prof. Sarah Spurgeon) Wellbeing Champion (TBC)</p>	<ul style="list-style-type: none"> • Target 25% increase in staff survey score. 	<ul style="list-style-type: none"> • Monitor how the UCL hybrid working scheme impacts balance for Professional Staff • Produce summarised report of partial impact of this action by first term of 2024

<p>5.6 Conduct a survey amongst staff (starting with PDRAs) to find the best methods to network across the department and implement networking appropriately.</p> <p>PGR tutor (Cyril Renaud) PhD Rep (Malau Hadumanro)</p>	<ul style="list-style-type: none"> • Events held on a regular basis and are well attended 	<ul style="list-style-type: none"> • Organise regular coffee mornings • Produce summarised report of partial impact of this action by first term of 2024
<p>5.10 Review weighting for enabling activities to ensure fairness in the WHAM.</p> <p>Depart. Manager (Andy O'Reilly) Head of Teaching (Prof. Sally Day)</p>	<ul style="list-style-type: none"> • Improvement in staff survey results in this area. 	<ul style="list-style-type: none"> • Propose model based on data collected • Produce summarised report of partial impact of this action by first term of 2024