Athena SWAN Fact Sheet 7: The Athena SWAN process and data

Self Assessment Team

Administrative support

The data analysis and coordination of an Athena SWAN application is time consuming. UCL departments have allocated resources to support the application process, for example:

- IoN, P&A, CI and DoM have identified an administrative lead for Athena SWAN; in some cases, job description have been altered to ensure time is officially dedicate to Athena SWAN and support for the SAT.

- IEHC found funds to employ a PhD student to help with the data analysis for the application.

- I&I have appointed a Research Co-Ordinator (.6 FTE) to assist with the implementation of the Athena SWAN action plan and future renewals. They will also support grant and fellowship applications for staff within the department.

Expanding remit

LMCB, UCLMS, CE and PALS have decided to expend the remit of the SAT. The departments have changed the name for their SAT, and intend to consider other equality areas, as well as the career development of all staff in the department. For example, LMCB and CE now have a Equality and Diversity Committee, PALS have started to meet as the Academic Careers and Development Committee (ACDC), and the UCLMS SAT has become the SWAN Implementation Group and Equality team (SIGNET).

The 50:50 Group:

The 50:50 Group is UCL's group for gender equality, currently chaired by Provost. The group takes responsibility for Athena SWAN, as well as gender equality across the institution for all staff groups.

Faculty SWAN Leads:

Each of the 7 STEMM Faculties at UCL has a dedicated Faculty SWAN lead. The leads are from a range of academic and professional services roles. This role is intended to improve communication within and between STEMM faculties in relation to Athena SWAN and gender equality, and to ensure best practice is shared, and reported to the 50:50 group. Each lead has an ex-officio post on the 50:50 group.

Consultation and Beacon Activities

Many departments find it useful to consult with others working on Athena SWAN and with external organisations. In addition to attending seminars and training events organised by UCL, departments have been involved in the following activities:

- Consulting with other UCL departments (IEHC, C, M, DoM, LMCB, BE, CE, IfWH, ICH, DoS, CI, ICS, SS)

- Consultation with SWAN award holding departments from outside of UCL (ICH, I&I)

- The HoD and SAT leads in BE have launched Bio/Chemical Engineering workshops with the universities of Cambridge, London Southbank and Westminster to share ideas and their experiences.

- Dr Sara Mole from LMCB has supported UCL departments in applying for Athena SWAN awards including being a member of the ICH SAT, meeting with the DoM SAT, as well as supporting applications from departments and research institutes outside of UCL.

- The LMCB have supported the MRC with their work on Athena SWAN.

- CS consulted with JP Morgan, and high school head teachers on making computer science attractive to female students.

- CI consulted with the private sector, and asked Laura King, Global Head of HR for international law firm Clifford Change to act as an external adviser to the SAT.

- Many attend external events run by Athena SWAN, the Medical and Dentistry Schools Councils, the London Mathematical Society and the Royal Society of Chemistry (M, SS, C, ICH, I&I, DoM, DoP, EDI, UCLMS, CI)

- C and M have supported the Royals Society of Chemistry and the LMS in producing research on women's progression in STEMM.

- Professor Caroline Wardle, SAT co-chair for Computer Science presented at an event hosted by the British Computer Society for departments working towards Athena SWAN awards.

- Professor Philippa Talmud from ICS was involved in setting up UCL Women – a network for female scientists at UCL. She fed information from this group and lessons learnt to the ICS SAT.

Athena SWAN Peer Challenge Scheme:

Professor Helen Killaspy, Faculty Athena SWAN lead for the Faculty of Brain Sciences, is running a 'peer challenge' scheme. Silver award holding departments are paired with Bronze or aspiring Bronze departments. Members of the Silver department SAT review the other department's data, application and action plan. The Silver SAT representatives meet with the Bronze/aspiring Bronze department to discuss the application and give constructive feedback. The Bronze department then does the same for the Silver department. This ensures Silver departments are taking part in 'beacon' activities and supporting other UCL departments, and that both departments can learn from one another.

Engaging with Senior Management

It is crucial that senior management and the Head of Department is engaged with Athena SWAN. SATs have differing methods or reporting to and engaging with senior management, for example:

- Some SATs have formal reporting methods; for example presenting anual reports or termy updates to Department Senior Management Teams (IoO, I&I, DoS, IfWH, CI, SS, SoP and ICS).

- Athena SWAN has been made a standing item on Executive Committees (ICH, C, IEHC, IoN, P&A)

- To raise awareness of the issues identified by the SAT, the SAT in DoM presented statistical and survey data to the Heads of Centre and Professors meeting. They SAT also presented to the whole department on progress.

- The SAT leads in I&I, IGH, MPB, SoP, SS and P&A present on Athena SWAN progress to all staff at the Divisional Seminars

- The manager of the IoO BRC sat in on SAT meetings

- The CS SAT presented work on Athena SWAN to the department's External Advisory Board, which includes industry experts from Google, IBM, SAS, Causata and Cisco

Qualitative Data

Surveys

The majority of departments at UCL have undertaken departmental surveys as part of their Athena SWAN self assessment process. This enables departments to further explore trends identified in their statistical data and further understand the staff and student's perceptions of department culture, support and career development opportunities. A range of surveys have been designed for staff and/or students:

- Many were designed to go to all staff in the department (DoS, IEHC, IfWH, ICH, UCLMS, I&I, LMCB, IoN, DoP, IoO, CI, EDI, EI, ICS, SS, IGH, P&A, SoP)

- Others were designed specifically for post docs (ICH, C, DoM)

- A number of deparmtents ran student specific surveys (EDI, IfWH, IoN, C, BE, SoP, SS, IGH, M)

- Surveys have also been designed to understand the experiences of staff before, during and after parental leave (PALS, IEHC, ICH, CS)

Departments plan to run their surveys on a regular basis in order to monitor progress.

The UCL Equalities Team have developed a template survey for Athena SWAN departments to use and adapt as part of their self assessment process.

Focus Groups

Focus groups allow departments to investigate issues raised in the statistical analysis, and/or through their surveys in more detail. Some examples are:

- DoS held a focus group with female medical students to discuss their experiences and career plans.

- LMCB, I&I, IEHC, IoO, P&A, DoM, SoP and MPB held focus groups with PhD students and Post Docs to discuss their experiences in the department, their career development and their suggestions for improvements and actions.

- CI, PALS, SoP and ICS held focus groups on maternity and parental leave.

Exit data

A large number of departments identified the need to collect exit data for staff or students leaving the department. This is to enable the department to track whether previous members of staff (DoP, ICH, IoN, IEHC, DoS, DoM, CE, MPB, CI, SoP) and students (ICH, BE, DoM, CE, PALS, MPB, P&A) are progressing in an academic STEMM career at a different institution, whether they are working in a different STEMM related professions, or whether they have left STEMM entirely; and whether there is a gender difference. In most cases this data will be collected via a survey

Additional data analysis and collection

The Athena SWAN application forms require a large number of data sets. However, some departments have gone beyond these requirements and collected additional information to inform their action plan:

- BE have two PhD courses; they analysed the gender balance for these two courses separately and found that a higher proportion of female students were enrolled on one course than another; the department ran surveys and interviews with undergraduate and postgraduate students and put in place targeted actions as a result.

- M and SS analysed their data for UK/EU and international students and compared the gender balance. They found that a larger proportion of their female students were international. The department followed this analysis with a student survey, and developed actions in response to the analysis.

- EDI analysed the gender balance of grant applications, analysing the gender balance of those named on grants, and those named as the principle investigator. They found that while women had been named on grant applications, they were less likely to have been the principle investigator.

- Similarly, ICH identified the number of grant applications, the proportion successful, and amount received by gender. They found that over the past 5 years, while female PIs submitted almost half of applications, and received the same proportion of awards, the applications accounted for one third of monetary value or funds applied for, and just over a quarter of funding pounds received.

- ICH compared the gender balance of academics entered into the REF2014 and the RAE 2008.

- P&A analysed Professorial pay banding data by gender.

- The CI analysed their data by age – they found that the majority of staff reach the key transition point between junior group leader and established group leader in their mid-thirties. They compared this to their maternity data over the last three years and found the median age when taking maternity leave was 34 – illustrating a potential issue for women at this key transition point.

- P&A intend on analysing their promotion data by average time to promotion to Reader and Professor by gender.

- IGH found that more men take up the option to work part time as a research associate whilst undertaking a PhD. The department are running surveys with PIs and PhD students to explore this in more detail. They also intend to publicise this option more clearly to potential students.

> **A number of support documents are available on the UCL Athena SWAN website including a template survey and the UCL Athena SWAN Toolkit.**