

Athena SWAN Fact Sheet 3: Recruitment

Interview Panels

Membership

UCL policy states that no interview panel should have 100% female or 100% male representation. Departments have taken a number of approaches in order to ensure interview panels are representative:

- Departments are increasingly encouraging junior staff to be involved in recruitment - this helps in ensuring there can be male and female representation on interview panels, but also act as a development opportunity for early career researchers (LMCB, M, IoN, C, ICH, DoS, DoM, EDI, CI, ICS, P&A, IGH, SoP).
- Others ask female staff from related departments to take part in interviewing (MPB, S, ICS, SS).
- To avoid staff, particularly women, from being overburdened, departments have limited interview panel membership to 3-5 occasions per year (M, IEHC, I&I, DoM, EDI).

Training

Before sitting on an interview panel, UCL requires members to have attended the UCL Recruitment Briefing. The first half of this training outlines key areas of the Equality Act 2010, and also introduces unconscious bias.

Many departments have committed to run unconscious bias training (PALS, CS, IfWH, UCLMS, ICH, C, IEHC, DoM, I&I, M, MPB, DoS, IGH, SoP, SS). To raise awareness of unconscious bias and its impact, the I&I Athena SWAN lead presented related research (e.g. Moss-Racusin et. al., 2012) at an Athena SWAN meeting for the whole division.

Attracting Female Applicants

Additions to websites and adverts

Positive action statements are included in all job adverts. The statement included depends on the grade of the advertised post. Senior roles explicitly encourage women to apply.

Using the online recruitment system, departments can automatically add the relevant Athena SWAN statement into job adverts. For example 'Our department holds an Athena SWAN Silver award in recognition of our commitment and success in addressing gender equality'

Departments have enhanced this by including additional information in all job adverts such as specific Athena SWAN activities, mentoring schemes, family friendly policies and support for flexible working (IoO, EI, C, PALS, MPB, CI, IEHC, ICS, SS, IGH)

Departments are also recognising the importance of promoting the department as a supportive and inclusive working environment via their website, for example by addressing the gender imbalance of images, advertising Athena SWAN activities and awards, and creating 'women in the department' pages. For more information please see Fact Sheet 6.

Wording of adverts

BE and Civil, Environmental and Geomatic Engineering found that adverts that were written more broadly rather than with a specific academic focus attracted a higher number of applications from women, or from individuals who had not taken a 'traditional' career path.

PALS are creating a template for recruitment adverts to ensure language that might detract women from applying is not used.



Identifying female applicants

The LMCB, CE, EI and IfWH encourage staff to promote their departments to female academics at conferences, for example the IfWH provide a slide about the department to include at the start of presentations. CE host stalls and recruitment meetings at conferences and ensure female researchers are invited. At a conference in America, PhD students from CE hosted and organised a 'Women in Chemical Engineering' dinner.

DoM are creating a new non-clinical lectureship post named the 'Professor Dame Carol Black Lectureship'. The department has committed to fund this post each year. Eligible female staff will be actively encouraged to apply. It is hoped this will start to address the under-representation of women at this level in the department.

New starters

New starters are expected to complete the UCL online equality and diversity training within their first 6 weeks. Departments have committed to reviewing completion rates for this training course, and require staff who have not attended training since the introduction of the Equality Act 2010 should re-take the online module (IoN, IoO, IEHC, EI, PALS, ICS, P&A, IGH, DoS).

Welcoming new starters

Several departments make efforts to welcome new starters and introduce them to their new colleagues. For example:

- New starters are announced and welcomed in department newsletters (I&I, ICH)
- New starters are welcomed and introduced at regular department meetings and/or social events (BE, UCLMS, CE)
- New starters meet with the Head of Department (UCLMS, CE, DoS)

In the Department of Mathematics, new academic staff are given 50% less teaching in their first year and minimal administrative duties throughout their probation to enable them to concentrate on their research and settling into the department.

Information for new starters

The majority of departments have developed a staff handbook (M, P&A, ICH, IfWH, I&I, EDI, DoM, UCLMS, IEHC, MPB, DoP, EI, PALS, C, ICS, IGH). This is primarily for new starters but in most cases the handbooks have been circulated to all existing staff and/or made available on the department website. The handbooks include information about the department and UCL. For example:

- Information on and links to UCL's policies for supporting parents and carers e.g. maternity and paternity leave (PALS, ICH, DoP, IEHC, DoM, EDI, I&I, UCLMS, ICS, P&A, IGH)
- Information on and links to flexible working policies (UCLMS, IfWH, ICH, PALS, M, EI, MPB, DoP, IEHC, DoM, EDI, I&I, ICS, P&A, IGH)
- Information on equality and diversity – such as Athena SWAN activities (IfWH, PALS, EI, DOP)
- Career development opportunities within the department and UCL (ICH, EI, DoP, MPB, DoM, EDI, I&I, ICS)
- Information on the promotion process (DoP, I&I)

Some departments require new starters to attend meetings with members of the departments, for example:

- IoO ensure that new starters are informed about flexible working, maternity/paternity leave policies and Athena SWAN actions (e.g. mentoring, careers days) during their induction.
- New starters in ICS meet with a member of the administrative team who discusses training, career development and promotion.
- New staff in the CI meet with the department DEOLO (Departmental Equal Opportunities Liaison Officer) who covers issues relating to equality and diversity, including Athena SWAN.
- UCL departments allocate new lecturers and research fellows a mentor. Please see Fact Sheet 1 for more information.