Explanatory notes for Athena SWAN data

This document will outline the data that is provided by the HR Workforce Reporting and Analytics Team and Student Data Services and how you can analyse these data sets. For advice on how to present your data, please refer to the UCL Athena SWAN toolkit and the template graphs. These resources are available on the UCL Athena SWAN website.

If you have any questions relating to the data provided by HR, or require additional information, please contact the HR Workforce Reporting and Analytics Team directly. For requests for additional information in relation to students, please contact Student Data Services.

Our HR data reporting period runs from 1st October – 30th September each year, and will be available in October. The student data will be circulated every year in January.

Department Administrators/Managers (or equivalent) will have been given access to the SWAN staff reports via Info View. This will enable departments to have access to their reports whenever you need them.

Please treat this data confidentially and take care to make it anonymous by removing names if discussing it or presenting it in wider groups.

Please note: As staff data reports are circulated in October, departments planning to submit an application in November are likely not to have time to analyse the most recent staff data. We have discussed this with Athena SWAN, and they have advised that departments make this issue clear in their application and explain why data for that year is not presented in the application. Any April submissions will be expected to present the data form the previous year.

Accessing and Downloading Reports in Info View

Department Administrators and Department Managers can access Info View via -
https://boeprd01.ad.ucl.ac.uk/InfoViewApp/logon.jsp Once logged in:

1. Click on the home button on your left hand side

2. Click on the folder icon on the toolbar located left hand side
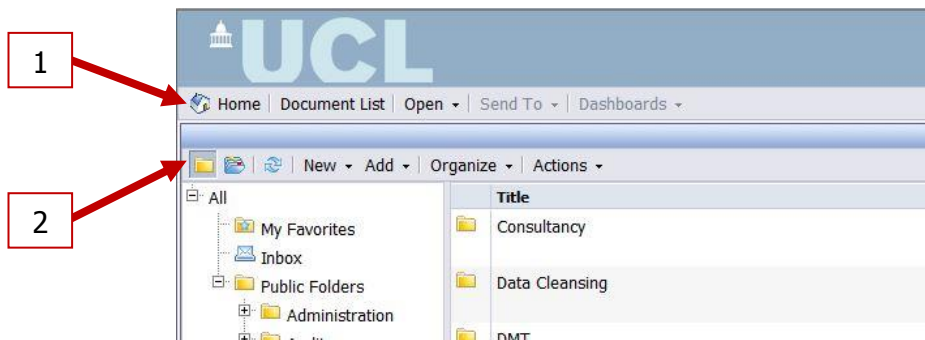
3. From the folder structure, pick the HR folder, where there is a subfolder called
   Department Reports, finally, select the folder called SWAN 2015To run a report
   double click on the report and then click the refresh button on the right hand side

4. To run a report, double click on the report and a prompt screen will appear which
   requires you to enter dates. UCL reporting runs from 1st October – 30th September
   each year, please use these dates so that all your Athena SWAN reports are
   consistent – please see below example. Do this for each year you require Athena
   SWAN data – e.g. 01/10/2014-30/09/2015, 01/10/2013-30/09/2014 and 01/10/2012-
   30/09/2013
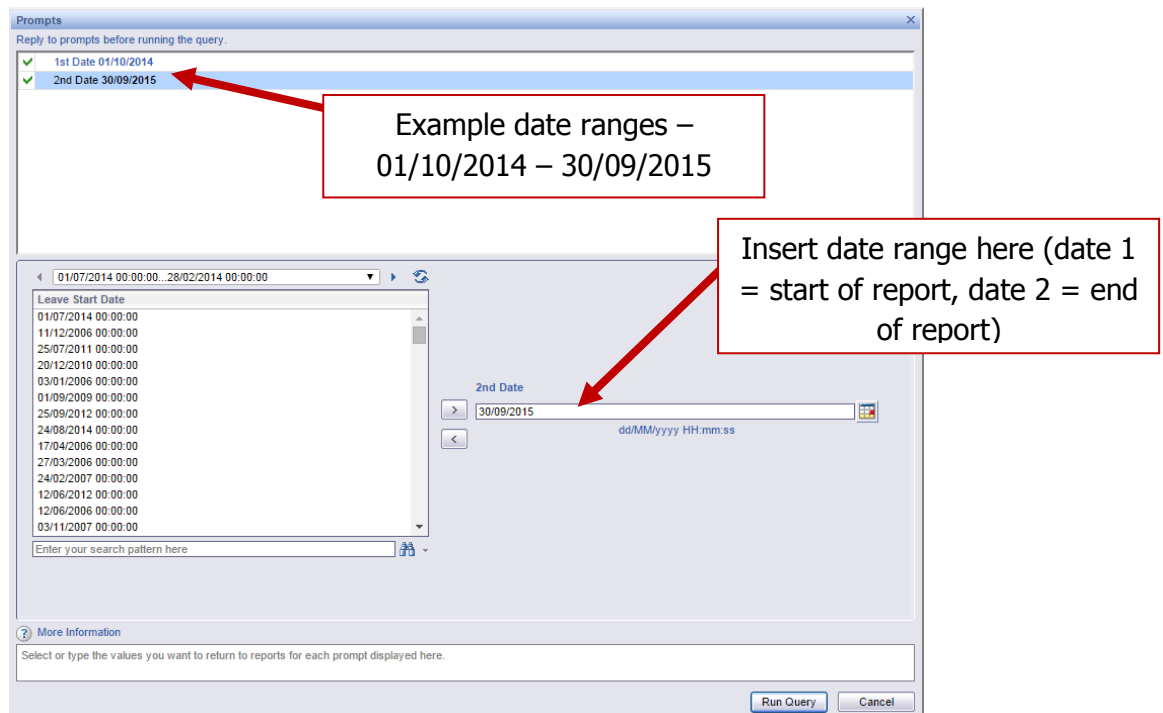
Essential and Recommended data sets

Please see below a list of data required for Athena SWAN applications. Essential data sets are specifically requested in the application form. All essential data sets must be presented for a minimum of 3 years, or 5 years for gold and renewal applications.

Recommended data sets listed below have either been suggested by Athena SWAN assessment panels or seen as good practice in UCL department submissions.

Please note that from May 2015, a number of changes have been made to the Athena SWAN charter. There will be a transition period where current Athena SWAN award holders and STEMM departments can opt to use the original forms, up to November 2016. Arts, Humanities, Social Sciences, Business and Law departments (AHSSBL) departments must use the new forms. There are some new requirements within the new charter. These will be in purple when discussed below.

Athena SWAN handbooks and application forms (for the previous and new charter), are available on Equality Challenge Unit website – please refer to these documents, or contact equalities@ucl.ac.uk for more information.

The majority of the data sets below are available via HR or Student Data Services, unless otherwise stated

Essential Data

Student Data:

- Gender balance on access or foundation courses
- Gender balance for undergraduate, post graduate taught and post graduate research students
- Gender balance for part time and full time for undergraduate, post graduate taught and post graduate research students
- HESA data or other national comparisons for undergraduate, post graduate taught and post graduate research students (contact equalities@ucl.ac.uk for a HESA report, or use data available via the Athena SWAN website using the password AthenaSWAN14)
- Gender balance of course applications, offers and acceptances for undergraduate, post graduate taught and post graduate research students
- Gender balance of degree classification for undergraduate and post graduate taught students
- Completion rates and average time taken to submit by gender for post graduate research students

Staff Data:

- Gender balance of the academic pipeline
- Gender balance of the academic pipeline of clinical and non-clinical staff

- Gender balance within different roles – Research and Teaching, Research only, or Teaching only members of staff.
- HESA data or other national comparisons for staff (contact equalities@ucl.ac.uk for a HESA report, or use data available via the Athena SWAN website using the password AthenaSWAN14)
- Gender balance of turnover
- Gender balance of applicants, interviews and appointments
- Gender balance of promotions
- Gender balance of staff submitted to the REF 2014, in comparison to the RAE 2008 (departments to collect this data)
- Gender balance and uptake of relevant training activities
- Appraisal complication rates by gender
- Gender balance of departmental committees (departments to collect this information)
- Gender balance of fixed term contracts and permanent contracts (at UCL we use 'open ended with funding end date' and 'open ended'). In the new form, you're also asked to comment on the gender balance of staff on zero hours contracts.
- Maternity rate
- Maternity return rate (departments to collect this information)
- Data on the proportion of staff remaining in post six, twelve and eighteen months after return from maternity leave (for silver applications only)
- Numbers taking Paternity / Adoption / Shared Parental Leave
- Information on requests for flexible working (departments to collect this information)
- Within the new charter, data from staff consultations (e.g. focus groups or surveys) are required rather than a recommended (predominantly collected by departments, the EDI Team can provide data from the UCL-wide staff surveys).

Recommended data:

- Staff survey data (the EDI Team can provide data from the UCL-wide staff surveys and/or department to run specific surveys – a template is available on the UCL Athena SWAN website)
- Feedback from focus groups (run by departments)
- Gender balance of invited speakers (collected by department)
- Full time and part time staff by gender and SWAN category
- Training data – particularly who has completed equality and diversity online training, and the recruitment and selection training (you can run these reports on Infoview)
- When discussing outreach activities run by the department – outline the gender balance of those involved in outreach as well as the students attending outreach activities
- Gender balance on interview panels

Data sets for consideration:

- Gender balance on grant funding / fellowship applications, successes and amount received
- Exit data (particularly staff/students at key career transition points)

Data sets provided

When your Department Administrator/Department Manager accesses Info View, they will have be able to download the following reports:

- Staff Profile data (Academic / research / teaching)
- Staff Profile data (Professional Services)
- Parental Leave data
- Promotions data
- Turnover data
- Training data

If you have any difficulties in accessing the reports via Info View, please contact the HR Workforce Reporting and Analytics Team – hr_reports@ucl.ac.uk

Recruitment data will be circulated in October/November each year.

The student data will be circulated in January each year.

In addition, please contact equalities@ucl.ac.uk to request any of the following reports:

- National Comparison data
- UCL Staff Survey data

Staff profile data:

From this data set you will be able to show:

- Number of male/female staff in your department
- Number of male/female staff in each SWAN category (pipeline) (see SWAN categories, page 8)
- Number of male/female staff working full time or part time
- Number of male/female staff on clinical or non-clinical contracts
- Number of male/female teaching, academic or research staff
- BME (ethnicity) data has now been included in the SWAN reports – this will support departments in considering equality and diversity issues more broadly, but also internationality (i.e. how gender intersects with other equality areas). Please note that data will not be presented if there are less than 5 people in any category.

This report includes data for the previous 3 years in separate tabs.

Maternity, paternity and adoption data:

You will be able to establish how many members of staff took maternity leave (MAT), paternity/partners leave (PAT), shared parental leave (ShPL), additional paternity (APAT) or adoption leave (ADOPT). The report shows the expected return date for individuals – you will have to compare this to your own records to confirm whether the individual did return, how long they were on leave for and whether they reduced their hours on return to work.

You can also identify:

- The SWAN category of those who took leave
- Whether the individuals taking leave were teaching, academic or research staff
- Whether the individuals taking leave were clinical or non-clinical staff

Please note: in 2015, parents will be able to take shared parental leave, this will replace additional paternity leave and will be included in this report. Please promote this new form of leave in your departments.

Please note: Paternity/partners leave is often not recorded. This may be informally arranged and the data isn't entered onto the system by departments. Please ensure that wherever possible this information is recorded. In addition, your department could include a question in a staff survey to establish the number of parents taking paternity/partners leave in the past 3 to 5 years. Please ensure that staff are aware that UCL offers 4 weeks full pay paternity/partners leave.

Promotion data:

This data lists individuals who were promoted in a 12 month period. The report shows the SWAN category they were promoted to - it does not show their title or SWAN category before promotion.

Also included in the report:

- Whether their role is academic, research or teaching
- Whether they are a clinical or non-clinical member of staff
- Whether they are full time or part time

Please note: This report only picks up members of staff whose reason for a grade change was recorded as 'promotion'. There may be some members of staff who have been promoted, but will not appear in this report because they have been recorded as having a new post. Additionally, someone may go through the promotions process and be promoted from senior lecturer to reader, but not have a change in grade. The HR reporting systems cannot detect these types of promotion, so data should be cross-referenced with any departmental data held, and the published list of those who have been promoted through senior promotions:

- 2011 - http://www.ucl.ac.uk/hr/docs/successful_sp_2011.php
- 2012 - http://www.ucl.ac.uk/hr/docs/successful_sp_2012.php
- 2013 - http://www.ucl.ac.uk/hr/docs/successful_sp_2013.php
- 2014 - http://www.ucl.ac.uk/hr/docs/successful_sp_2014.php
- 2015 - http://www.ucl.ac.uk/hr/docs/successful_sp_2015.php

Please note: The promotions data does not show who applied for promotion and was unsuccessful. This data will need to be collated at departmental level.

Turnover:

The data are broken down by gender and SWAN Categories. You are also provided with reason for leaving (please note this could be sensitive). Reasons include:

- Resignation
- Redundancy (end of funding)
- Took maternity leave and did not return
- Transferred (TUPE)
- Retirement

In addition, you can also identify:

- The number of individuals who left on clinical or non-clinical contracts
- The number of individuals who left research, academic or teaching roles
- Whether their role was full time or part time

Recruitment data:

From this data set you can establish:

- How many Research/Academic/Teaching/Clinical/Professional Services posts have been recruited each year
- How many men/women applied
- How many men/women were interviewed
- How many men/women were appointed

Student data:

This data set is provided by UCL's Student Data Services and includes Undergraduate (UG), Post Graduate Taught (PGT) and Post Graduate Research (PGR) data over the last 5 years. From this data set, you will be able to outline:

- Male/female students on access or foundation courses (if applicable)
- Male/female UG students, PGT students and PGR students
- Male/female UG, PGT and PGR full time students (subtract this number from total number of enrolled students to calculate part time numbers)
- Male/female UG and PGT degree attainment (proportion receiving a first, and 2:1 or Distinction, merit and pass)
- PGT completion rates and degree attainment
- Male/female average time to submission for PGR students
- Male/female applications, offers and acceptances for UG, PGT and PGR courses

Please contact Gary Smith in Student Data Services if you have any questions about the student data.

Training data:

These can be accessed via Infoview:

- The online equality and diversity moodle (mandatory as part of induction)

- The HR Recruitment and Selection Policy Briefing (mandatory for all staff involved in recruitment)

- Unconscious bias training (online and face to face training)

- Leading on Diversity training (for staff at grade 7 and above)

- Appraisal training

Please note: We strongly encourage SATs to ask all members of staff (especially those involved in recruitment of staff and/or students) to complete the equality and diversity online moodle, and all staff involved in recruitment to attend the HR recruitment and selection briefing, especially if they have not had training since the Equality Act was introduced in 2010.

National Comparison data:

Athena SWAN require staff and student numbers to be compared to national averages. Please contact equalities@ucl.ac.uk for reports showing the national proportion of male and female academics and students in your subject area – these reports show data collected by HESA.

You can also gain national comparison data from publications by professional and learned societies such as the Royal Society, the Institute of Physics and the London Mathematical Society.

Athena SWAN have also published HESA data for SWAN departments to use. Benchmark data is available via a password protected site. Please click here, and use the password AthenaSWAN14. Please note the password is case sensitive.

UCL Staff Survey:

UCL runs a university-wide staff survey every 2 years. The EDI Team can provide a report listing the responses of staff in your department, and can split the data in a number of ways, including by gender, grade or role (academic, research or professional services).

Please note: these reports are presented as a % of staff who responded positively to the questions – this includes all staff who responded 'strongly agree' or 'agree'. Data will not be presented if there were less than 5 respondents to any question.

Student destination data:

UCL's Careers Service can provide data from the DHLE survey (Destination of Leavers from Higher Education). The data is dependent on the number of leavers who responded to the survey, so will not be 100% representative. Please send equalities@ucl.ac.uk the name of the degree course(s) and the course code(s) if you would like these data sets.

UCL SWAN Categories

SWAN Categories have been developed by UCL (not Athena SWAN or the ECU) to make the analysis of the staff data easier for SAT teams. The SWAN Categories created through a grouping of UCL Grades and Occupational Types.

SWAN Category	
1	Research Assistant
2	Post Doc (Research Associate, Research Fellow)
3	Lecturer / Senior Research Associates and Fellows / Teaching Fellow / Senior Teaching Fellow
4	Senior Lecturer / Principle Research Associates and Fellows / Principle Teaching Fellow
5	Reader
6	Professor / Professorial Research Associates and Fellows

Athena SWAN require applicants to present the data for staff within their department – this means presenting your 'academic pipeline'. The SAT need to identify key transition points for women in the department. The SWAN Categories make it easier to simply show the progression of staff within your department, and identify the key transition points where the proportion of female staff drops in the pipeline.

As outlined above, you can disaggregate your data by academic / teaching / research roles if you wish to explore any differences in the pipeline for these groups of staff (this is now required within the new charter).

When discussing your data in the application form, please include the table above and briefly explain the SWAN Categories, so the assessment panel is clear which staff are included in each category. It may be clearer to refer to the SWAN Categories as 'Lecturer', 'Post Doc' etc. in the application to make it simpler for the assessment panel to understand the data, rather than using 'Category 1' etc.

<u>Staff included and excluded from data sets:</u>

The HR Workforce Reporting and Analytics Team have developed reports for SATs to use as part of the Athena SWAN process, and reports have been designed to fit the requirements of Athena SWAN applications. For this reason, not all staff are included in the reports:

Staff Included:

- Academic and Clinical staff

- Research staff

- Teaching staff

- Separate reports are available for professional services and technical staff – this data is required under the updated 'Post-May 2015' charter.

Staff Excluded:

- Honorary staff

- Manual and Craft members of staff

- NHS related staff – professions allied to medicine. This group includes clinical scientists, dieticians, nurses, occupational therapists, physiotherapists, psychologists, radiographers and speech therapists. These members of staff have been excluded because UCL does not directly influence or support their career development.

- Staff with a 'PDS/PQS TU' job grade. This is because PDS tutors are NHS or external staff whose career development is not directly affected by UCL.

- Pensioners will be excluded, such as Emeritus Professors

- Casual staff (this will include locum staff)

Analysing SWAN data sets

The following will outline how you can analyse the data provided by HR for Athena SWAN using pivot tables. This will not be the only way to analyse the data, but it is simple and quick.

Some of the files need to be formatted in order to create a pivot table – this can be boring but it will be quicker in the long run.

Training courses are available at UCL on creating pivot tables in Excel. Please see the Information Services Division website to access Lynda – a new online training video database available to UCL staff and students. Training on creating tables and graphs, basic statistical measures and advanced statistical measures are also available through Information Services Division.

Now that reports have been developed to show tables of data and the reports are available on Info View for departments to download, there should be less need for departments to format or analyse the data themselves. The only report that may involve some editing is the recruitment data – please see below.

Recruitment data

The recruitment file requires some formatting in order to create a pivot table. Please follow the steps below:

1. If you are submitting using the original (pre-May 2015) application forms, you do not need to present data for professional services or technical staff. Delete all admin, NHS and technical posts (ADM, NHS and TEC). (Make sure you delete the entire row – do this by highlighting the rows you want to delete at the far left hand side of the screen, selecting the row numbers not the cells themselves).

2. Click on the cell for each *position type* and double click on the small white square in the bottom right hand corner – this will copy 'RES' into the empty cells below. Do this for all position types

Position Type (Snapshot)	▼
RES	

3. Do the same for the *Vacancy Title* column

4. Select the *applicant status* column heading and click on the *sort and filter* button.
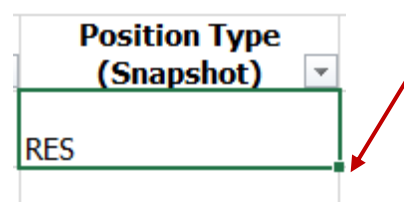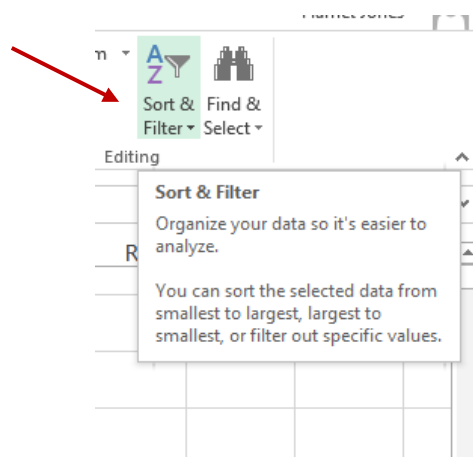
5. Filter the column so that you can only see *new applicant*. Change these to *1.Applicant* – copy this so that all *new applicant* labels are replaced with *1.Appliacnt*

6. Filter the same column so you can only see *1st Interview (invite)* and change all these to *2.Interview.* (Sometimes this data has not been entered by departments, it might be the case that '*1st interview (scheduled)'* has been entered, you could use this instead and replace with *2.Interview*)

7. Filter the same column so you can only see *HR record updated and complete* and change all these to *3.Appointed*. (Sometimes departments do not updated the HR record, so you may have to replace 'Conditional offer accepted' to '*3.Appointed*'.)

8. Now check that for each vacancy, there are applicants, interviews and that someone was appointed. Sometimes the information required isn't entered properly – use your judgment as to what to do with these records. If this is a consistent problem, make sure that an action for your SAT team is to ask your HR/administration staff to input recruitment data consistently.

9. Once every new vacancy has stages 1, 2 and 3 (or as many as possible), filter the *applicant status* column to show everything <u>except</u> 1, 2 and 3. Highlight every row and delete all the remaining information that isn't needed.

10. Unless you want to retain the information for each individual post, you can delete 'Expected go live date' columns.

11. You should now have data that looks like this:

Position Type (Snapshot)	Applicant Status (Cumulative)	TOTALS	Sex (Snapshot)		
			Female	Male	Withheld
RES	1. Applicant	271	170	101	0
RES	2. Interview	7	4	3	0
RES	3. Appoint	1	1	0	0
RES	1. Applicant	120	73	46	1
RES	2. Interview	6	4	2	0
RES	3. Appoint	1	1	0	0
RES	1. Applicant	78	43	35	0
RES	2. Interview	1	0	1	0
RES	3. Appoint	1	0	1	0

12. Do this for the recruitment file for each year of data.

13. Add a new column in each spreadsheet, titled 'year', and add the year for each spreadsheet.

14. Copy each file into 1 single Excel spread sheet.

15. When all the data is in one table, click on the *insert* tab, and select *pivot table*. You can also create a pivot chart. This works in the same way as a pivot table but also produces graphs at the same time. It is up to you whether you use a pivot table and create the graphs separately, or whether you use a pivot chart.
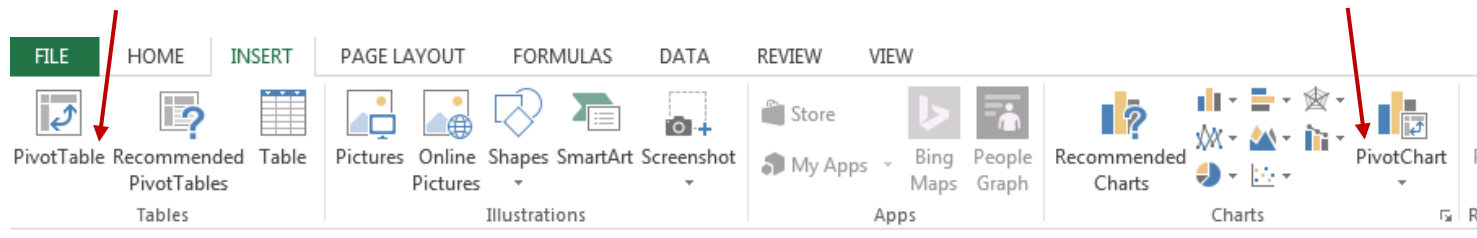
16. Your whole table should be selected. Make sure you choose to create your pivot table in a new worksheet rather that in the existing one.
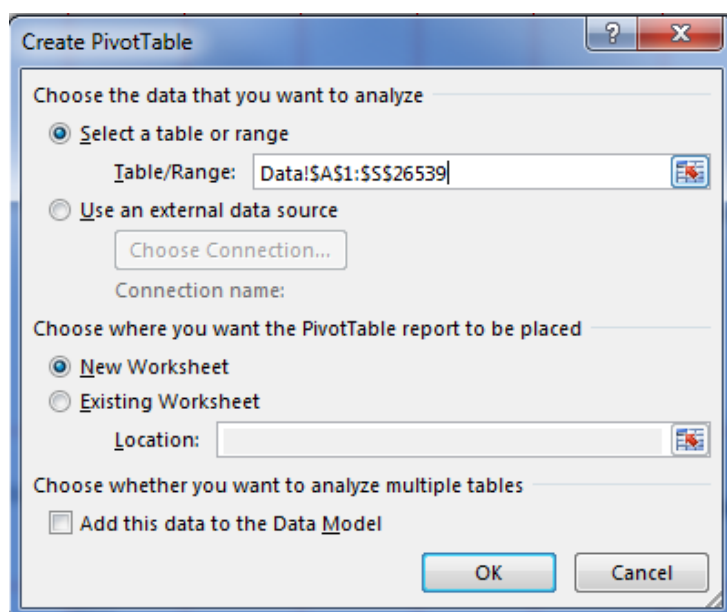
17. An option menu will appear on the right hand side of the screen – your column names will appear as tick boxes, and below there will be four boxes: *Filters, Columns, Rows* and *Values.* You need to drag your column headings into these boxes to create the pivot table.

18. Click on the *Insert* tab at the top of the screen and select *pivot table*. Make sure you choose to create a pivot table in a new worksheet. (Or a pivot chart – see description above in 'staff profile data').

19. There should be a menu at the right hand side of the screen. Select and drag *Female* and *Male* into the *Σ Values* box (bottom right). Make sure these appear as *Sum of Male* and *Sum of Female*. If they are labelled *Count of Male* then click on the box, and select *value field settings*. Change *Sum* to *Count* in the option list.

20. Drag *year* and then *applicant status* into the *Rows* box (bottom left)

21. Drag *position type* into the *Filter* box (top left)

22. The *Columns* box (top right) should update automatically

23. You should have a table that looks like this:

Row Labels	Sum of Female	Sum of Male
2012	13370	14309
1. Applicant	11465	12360
2. Interview	1412	1442
3. Appoint	493	507
2013	15745	16652
1. Applicant	13438	14292
2. Interview	1748	1730
3. Appoint	559	630
2014	15409	16397
1. Applicant	13185	14223
2. Interview	1628	1611
3. Appoint	596	563
Grand Total	44524	47358

PivotTable Fields

Choose fields to add to report:

- ☑ Year
- ☐ SWAN award
- ☐ STEMM/Non-STEMM
- ☐ Level 4 Owners (Snapshot)
- ☐ Level 5 Owners (Snapshot)
- ☐ Position Type (Snapshot)
- ☑ Applicant Status (Cumulative)
- ☐ TOTALS
- ☑ Female
- ☑ Male
- ☐ Withheld

MORE TABLES...

Drag fields between areas below:

▼ FILTERS	▥ COLUMNS
	Σ Values ▼

≡ ROWS	Σ VALUES
Year ▼	Sum of Female ▼
Applicant Sta... ▼	Sum of Male ▼

☐ Defer Layout Update   UPDATE

24. Once you have the pivot table you can change the filters and layout to show the data in different ways (filters appear in the top left of the screen). For example, you could use the *position type* filter so that the table only shows research posts, or if you drag *vacancy title* into the *filter* box, you could filter the recruitment process for professorial posts.