

## UCL Template Athena SWAN Survey

Once you have completed your statistical data analysis, it is important to further explore issues raised through your SAT discussions and analysis. Running a survey is one way to further understand your department's culture, whether staff or students feel supported in developing their career, and whether there are any particular equality issues that need addressing. Running staff or student surveys can help to identify trends or opinions on particular issues. Survey data can also be useful when identifying the short term impact of your actions.

**Please note:** Under the 'new' SWAN charter, launched in May 2015, consultation with staff is now expected, rather than recommended.

This survey template has been developed to support SATs in identifying questions that may highlight impact or identify areas for action. You can use as many or as few of the questions below as you wish. Please also add any questions necessary, for example to gain feedback on actions already in place in your department.

It is up to the SAT which questions you choose to include and how to administer the survey. However, when sending a survey to your department please consider the following:

- Include an introduction to your survey covering the following information:
  - Why the survey is being carried out
  - How the data will be used
  - Who will have access to the data
  - Reassurance that the data will be anonymous
- Ensure that the survey is anonymous. Using external websites such as [Opinio](#) or [Survey Monkey](#) can be useful to reassure respondents of anonymity. These websites can also produce all/some of the data analysis for you.
- Include an 'about you' section – then you can disaggregate data by gender and/or grade etc.

Remember to discuss your survey data wherever relevant in the application (see [UCL Athena SWAN toolkit](#)). You can also use survey data in the action plan – this is especially useful in the success measures column (see [UCL Athena SWAN action plan template](#)).

### Some information about the survey design:

The survey is aimed at staff. Some UCL departments have run surveys for students – if you are interested in running a student survey, please email the UCL SWAN leads email address and ask for examples ([SWANleads@ucl.ac.uk](mailto:SWANleads@ucl.ac.uk)). Alternatively, contact Harriet Jones, Policy Adviser for Athena SWAN ([harriet.jones@ucl.ac.uk](mailto:harriet.jones@ucl.ac.uk)) for advice.

Some of the questions included have been adapted from other similar surveys, for example the [QuickCAT survey](#), the [ASSET survey](#) and surveys from other institutions and UCL departments. Comments were sought from the UCL 50:50 gender equality group and SWAN leads from UCL who have previously run Athena SWAN surveys in their departments.

## Gender Identity:

Several departments have been in touch to ask about the wording of gender identity questions in their SWAN surveys. Athena SWAN do now ask universities to provide information on how the institution supports Trans staff, but departments are not required to include this information (see [new Athena SWAN handbook](#)).

While we would encourage SATs to consider how Trans staff and students are supported within your department, we would not advise you include additional questions within your surveys.

In particular, please do not include a question giving options such as 'male, female or other':

*Questions about gender identity should be free-standing – they should not form part of questions on sexual orientation, gender or sex. Gender identity has nothing to do with who a person is attracted to. Nor is it appropriate to offer a choice between identifying as male, female or trans. Most trans people do not consider themselves to be a 'third sex' and may take offence at this suggestion. People are more likely to respond positively if the form uses language they are comfortable with. Questions about language could form part of the preparatory consultation with trans staff and student groups (ECU, 2010)*

Please be aware of potential issues in relation to data protection:

*Under the Data Protection Act 1998, trans identity and gender reassignment constitute 'sensitive data' for the purposes of the legislation. Therefore information relating to a person's trans status cannot be recorded or passed to another person unless conditions under schedule 3 of the Data Protection Act for processing sensitive personal data are met (ECU, 2010)*

In addition, there are likely to be issues relating to confidentiality and identification, especially in smaller departments. It is important to consider why you're including particular questions – will you be able to keep the data anonymous and how do you intend to use the data within your self assessment process? Please take anonymity seriously and the possibility of unintentionally disclosing someone's gender history or identity (or any other identity):

*Section 22 of the Gender Recognition Act 2004 creates a criminal offence for unauthorised disclosure of a Gender Recognition Certificate holder's gender history under certain circumstances.*

We would suggest simply including a question such as:

Do you identify as:  
 Male  
 Female

UCL has produced guidance on support for Trans staff and students, with updated information due to be published soon (I will circulate this when it is available). Please also see the ECU guidance on supporting Trans staff and students:

- UCL Guidance: <http://www.ucl.ac.uk/hr/docs/transguidance.php>
- ECU Guidance: <http://www.ecu.ac.uk/publications/trans-staff-and-students-in-he-revised/>

## Workload:

1. How regularly do you work longer than your contracted hours
  - I regularly work additional hours
  - I sometimes work additional hours
  - I never work additional hours
  
2. Any work I do in excess of my contracted hours is recognised and appreciated by my line manager/department
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
  - Not applicable
  
3. I am happy with my work/life balance
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
  
4. My department has a clear and transparent way of allocating workload
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
  
5. (if no workload model is in place) I think my Department would benefit from having a workload model
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
  
6. Do you feel you are given disproportionate responsibilities for any of the following
  - Teaching
  - Research
  - Administrative
  - Enabling, outreach or knowledge transfer
  - None of the above

7. Teaching is valued in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

8. I am recognised for my contributions and achievements for teaching in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

9. Administrative and other non-academic tasks are valued in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

10. I am recognised for my contributions and achievements in administrative tasks in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

11. Research is valued in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

12. I am recognised for my contributions and achievements in research in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

13. Enabling, outreach and knowledge transfer activities are valued in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

14. I am recognised for my contributions and achievements in enabling, outreach and knowledge transfer activities

- Strongly agree
- Agree
- Disagree
- Strongly disagree

15. Do you have any other comments or suggestions for improvement about workload in your department?

### Flexible working

16. I work flexibly (flexible working can include flexitime, annualised hours, term-time working, working from home, compressed hours etc.)

- Yes
- No
- I don't currently, but I have in the past

17. I work part-time

- Yes
- No
- I don't currently, but I have in the past

18. Flexible working is supported and encouraged in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

19. I think working part-time would be negatively affect my career

- Strongly agree
- Agree
- Disagree
- Strongly disagree

20. I think working flexibly would be negatively affect my career

- Strongly agree
- Agree
- Disagree
- Strongly disagree

21. It takes longer to progress if you work part-time or flexibly in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

22. Departmental meetings are held at times that make it possible for me to attend

- Strongly agree
- Agree
- Disagree
- Strongly disagree

23. The timing of department meetings should be within core hours of 10 – 4

- Strongly agree
- Agree
- Disagree
- Strongly disagree

24. Meetings in my department are scheduled to be within core hours of 10 – 4

- Always
- Most of the time
- Never
- Not sure/not applicable

25. Do you have any other comments or suggestions for improvement about flexible working in your department?

### Appraisals:

26. I have had an appraisal in the last ....

- 12 months
- 24 months
- Longer than 24 months
- I have never had an appraisal
- I started less than 12 months ago

27. My career progression is always usefully discussed in my appraisal

- Strongly agree
- Agree
- Disagree
- Strongly disagree

28. My workload is always usefully discussed in my appraisal

- Strongly agree
- Agree
- Disagree
- Strongly disagree

29. I feel confident that any issue I raise regarding my workload will be dealt with

- Strongly agree
- Agree
- Disagree
- Strongly disagree

30. Do you have any other comments or suggestions for improvements about appraisals?

### Promotion:

31. I understand the promotion process and criteria

- Strongly agree
- Agree
- Disagree
- Strongly disagree

32. I think the promotion process is transparent and fair

- Strongly agree
- Agree
- Disagree
- Strongly disagree

33. I receive support and encouragement from my department to apply for promotion or internal jobs

- Strongly agree
- Agree
- Disagree
- Strongly disagree

34. When I applied for promotion, I received appropriate and useful feedback from my department (tick all applicable)

- Strongly agree
- Agree
- Disagree
- Strongly disagree

35. If you haven't put yourself forward for promotion, why?

- Lack of support
- I don't think I will be successful
- I have been advised against it
- I don't want to
- Other: .....

36. Do you have any other comments or suggestions for improvements about the promotions process?

### Career development

37. I am encouraged to undertake activities which will contribute to a stronger CV. For example (tick all that apply):

- Attend conferences
- Present at conferences
- Sit on department or external committees
- Training opportunities
- Networking opportunities
- Other (please specify) .....
- I am not encouraged to take part in any of the above

38. In the last 3 years, have you contributed at a national or international conference as

- Yes
- No

39. My department supports me to attend conferences (for example, cover for teaching or research)

- Yes
- No
- If applicable, please give some examples of how this has worked for you:

40. I have a mentor at UCL

- Yes
- I don't have a mentor, but I would find this helpful
- I don't have a mentor, I wouldn't want one

41. I sit on a committee within my department

- Yes
- No



42. I sit on a committee at faculty, school or university level

- Yes
- No

43. Which of the following do you hope to achieve during your career?  
(select all that apply)

- Satisfied with current grade
- Lecturer
- Senior lecturer
- Professor
- Head of Department
- Head of research group
- Dean of Faculty/School

44. My aim is to be a professor one day (if you aren't already)

- Strongly agree
- Agree
- Disagree
- Strongly disagree
- Not applicable

If you disagree/strongly disagree with this statement, could you explain why/give examples:

45. Is there anything you feel would benefit you and your career development that is not already offered by your department?

- Mentoring
- Effective appraisal
- Career advice
- Information and advice on applying for grants
- Improved networking within your department
- Management skills
- Supervisory skills
- Other, please specify ...

46. Have your aspirations and expectations changed since you first started working at UCL?

- My aspirations and expectations have become more ambitious
- Aspirations and expectations have stayed the same
- My aspirations and expectations have become less ambitious

## Workplace culture

47. I feel I am treated unfavourably because of my gender

- Always
- Occasionally
- Never

48. I have noticed that others in my department are treated unfavourably because of their gender

- Always
- Occasionally
- Never

49. I feel I am treated unfavourably because of other 'protected characteristics' (these include, sexual orientation, ethnicity, religion or belief, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity)

- Always
- Occasionally
- Never

50. I have noticed that others in my department are treated unfavourably because of other 'protected characteristics' (these include, sexual orientation, ethnicity, religion or belief, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity)

- Always
- Occasionally
- Never

51. Would you feel comfortable in reporting instances where you feel your have been treated unfavourably?

- Yes
- No
- I wouldn't know how to

52. Would you feel comfortable in reporting instances where you have witnessed others treated unfavourably?

- Yes
- No
- I wouldn't know how to

53. From the words below, how would you describe your department as a place to work (choose all applicable):

- Supportive
- Inclusive
- Miserable
- Competitive
- Happy
- Welcoming
- Macho
- Cliques
- Stressful
- Sexist
- Other .....

54. We have social and networking events in my department (tick all applicable)

- Yes – regularly
- Yes – occasionally
- Yes but I am unable to attend (e.g. organised at the wrong time)
- No – but I wish we had them
- No – and I wouldn't want to attend

55. Decision making in my department is transparent

- Strongly agree
- Agree
- Disagree
- Strongly disagree

56. I am consulted on key decisions in my department

- Strongly agree
- Agree
- Disagree
- Strongly disagree

57. Successes and achievements are celebrated in my department

- Yes
- No
- Sometimes, but not every time
- Sometimes, but only for certain people

58. What is your perception of the equality of treatment in your department with respect to the following:

a) Promotion

- Women are significantly disadvantaged
- Women are slightly disadvantaged
- No gender difference
- Men are significantly disadvantaged
- Men are slightly disadvantaged

b) Salary

- Women are significantly disadvantaged
- Women are slightly disadvantaged
- No gender difference
- Men are significantly disadvantaged
- Men are slightly disadvantaged
- Don't know

c) Access to career development opportunities

- Women are significantly disadvantaged
- Women are slightly disadvantaged
- No gender difference
- Men are significantly disadvantaged
- Men are slightly disadvantaged

d) Access to funding

- Women are significantly disadvantaged
- Women are slightly disadvantaged
- No gender difference
- Men are significantly disadvantaged
- Men are slightly disadvantaged

e) Laboratory and office space

- Women are significantly disadvantaged
- Women are slightly disadvantaged
- No gender difference
- Men are significantly disadvantaged
- Men are slightly disadvantaged

f) Access to administrative support

- Women are significantly disadvantaged
- Women are slightly disadvantaged
- No gender difference
- Men are significantly disadvantaged
- Men are slightly disadvantaged

## Maternity, Paternity, Adoption and Parental leave

59. Taking maternity/adoption/shared parental leave **would** damage my career

- Strongly agree
- Agree
- Disagree
- Strongly disagree

60. Taking maternity/adoption/shared parental leave **has** damaged my career whilst working at UCL

- Strongly agree
- Agree
- Disagree
- Strongly disagree

61. I was supported by my department before, during and on return from maternity/adoption/shared parental leave:

- Strongly agree
- Agree
- Disagree
- Strongly disagree

62. I am aware of the new provision of shared parental leave

- Yes
- No

63. If you have taken any form of career break(s), how long in total did you take off at UCL?

- < 6 months
- 6 – 12 months
- 1 – 2 years
- 2 – 3 years
- 3 – 4 years
- More than 4 years

64. If you have had a career break, did you have any difficulties or problems when returning to work at UCL?

- Yes
- No

If yes, please provide some examples: .....

## About you

65. I identify as

- Female
- Male

66. Do you work full-time or part-time?

- Full-time
- Part-time

67. Your job role

- Research Assistant
- Post Doc
- Lecturer / Senior Researcher / Teaching Fellow
- Senior Lecturer / Principle Researcher / Principle Teaching Fellow
- Reader
- Professor
- Professional services
- Technical

68. How would you describe your contract?

- Permanent / open-ended
- Fixed term / temporary

69. How would you describe your post?

- Clinical academic
- Non-clinical academic
- Professional services or technical

70. How long have you been in your current job role?

- 1 – 2 years
- 2 – 5 years
- 5 – 10 years
- 10 – 20 years

71. Were you entered in the REF 2014?

- Yes
- No

72. Do you have any caring responsibilities (children, parents, partner)?

- Yes
- No
- Prefer not to say

73. Please select the appropriate age group below:

- Under 25
- 26-35
- 36-45
- 46-55
- 55 and above