

Key

Action Complete

Action progressing

Action to be commenced

	Key Aim	Actions	Responsibility*	Timescale	Success Measure / Progress
1.0 Outreach and UG and PG recruitment					
1.1	Inform staff of data from Athena SWAN submission	<ul style="list-style-type: none"> • %F data: UG, PG, PDRA and staff to be relayed to all staff (highlighting conversion rate %F UG to PG and to PDRA) • Collect suggestions for actions and prioritise key actions and write implementation plan 	LJB HoS	Data to be relayed by Feb 2020	>45 %F total UG by 2022 PG entrants 40 %F by 2020 rising to 45% by 2023
1.2	Understand career choices by UG	<ul style="list-style-type: none"> • Hold focus groups with male and female final year UGs to establish attitudes towards research careers • Explore gender differences with PhD research 	UG and PG Reps Chair	Communicate with 2019/20 intake	Report 2020
1.3	Increase %F UG Programmes	<ul style="list-style-type: none"> • Regularly review MChem/BSc student data; applications, acceptances and entrants and report annually for review • Increase female role-model (staff and students) in outreach events and school visits • Increase frequency of school visits targeting key geographical areas and demographics (WP) 	Outreach Rep Chair	Review Dec 2020 and each December	BSc: 45%F MChem: 50%F by 2022 Increased staff/student participation in school visits (40 %F)
1.4	Increase %F on specific	<ul style="list-style-type: none"> • Run focus groups with UG/PG on PG courses (PGT + PGR) to examine and establish why the MSc by Research is less attractive to female students 	HoS PG admissions	Focus groups/survey ran by April 2020	Increase %F entrants to at least 40% by 2022

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	programmes	<ul style="list-style-type: none"> Report feedback to staff involved in recruitment raising awareness of current %F and drive for gender equality Improve PG literature Continued international visits to institutions in Saudi Arabia, China and Malaysia 		Report on feedback to staff by May 2018 Improved PG literature by 2019		
1.5	Outreach volunteers request	<ul style="list-style-type: none"> All future communications requesting volunteers, to include statement that we endeavour to represent the whole community of students as role-models for attendees (gender, nationality and ethnicity) Increase number of staff participating in outreach 	Outreach Rep	From Oct 2017 onwards	Increased diversity at all outreach events >70% staff involved by 2020	
1.7	Partnering with Winchester Science Centre	<ul style="list-style-type: none"> Build on newly established collaboration to organise events to promote Chemistry Encourage 50%F of volunteers and attendees Run an all-female or WP-specific event 	HoS Working with Head of Education WSC	Partnership started 2017 Events organised 2018, 2019	Events held Attendance monitored and analysed 50 %F attendees	
2.0 Support for UG Students						
2.1	Offer scholarships to under-represented UG groups	<ul style="list-style-type: none"> Finalise work started with the Alumni Office in the UoS to offer scholarship routes for UG in line with our ED&I policy (caring needs, p/t study, disability, financial hardship) 	HoS Chair Comms Officer	Nov 2017 informally agreed, finalise during 2018 Scholarship for 2018/19 intake	Scholarship funded	
2.2	Champion UG p/t pathways to support ED&I	<ul style="list-style-type: none"> Consider marketing/demand of entry level p/t BSc course Introduce an entry level p/t BSc degree programme, which will run over 6 years 	DoP HoS Chair	Start to plan for project 2019	Entry level flexible programme introduced Entrants min. 40 %F	
2.3	Extending student finance for p/t degree programmes	<ul style="list-style-type: none"> Campaign with student finance bodies to extend student loans beyond 6 years to allow p/t students to benefit from opportunities like repeat internal years Report on progress to Education & Quality Committee 	DoP HoS Chair	By end of 2018 Reviewed and planned by end of 2022	Financial support approved p/t BSc programme advertised by 2022	

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2.4	Support for UG career progression	<ul style="list-style-type: none"> Talks with final year UG to raise awareness of PG options Extend work with UoS careers team and alumni to benefit student employability 	Chair AER	Events held from 2017 - ongoing	>40 attendees (>40 %F) Feedback survey included	
2.5	ED&I training for UG	<ul style="list-style-type: none"> Introduce ED&I practice within chemistry during first year UG induction Encourage all UG to complete ED&I online training course 	DoP	First lecture in September 2018 intake	60% uptake of online ED&I course	
3.0 Support for PG Students						
3.1	Improving PG experience	<ul style="list-style-type: none"> Compulsory ED&I online training for all PG Run focus group with PG for feedback on concerns with regards to supervision and contact with second supervisor and understanding low %F PG recruitment Report findings of focus group to ED&I team 	HoGS PG Soc	ED&I training for PG commence Oct 2018 Focus group ran and reported Feb 2021	>90% completion of ED&I training monitored by PGR tracker PG %F increased to >40% by 2022	
3.2	ED&I team examine recruitment literature, posters and website	<ul style="list-style-type: none"> Identify any areas of gender bias Liaise with comms and marketing to bring about changes to literature 	ED&I team Comms Officer	Jan 2018	All literature revamped by 2019 PG %F increased to >40% by 2022	
3.3	Support for PG Society	<ul style="list-style-type: none"> Examine overlap between University PG Society and Chemistry, determine need If required, recruit volunteers for PG Society 	PG Reps HoS	Make decision on future of PG Society by Jan 2018	PG society in place 2019	
4.0 Support for key transition points						
4.1	Raising the profile of p/t pathways	<ul style="list-style-type: none"> Engage with funding bodies including UKRI, RS, Wellcome Trust to create and increase visibility of pathways that facilitate more flexible working practices for PDRAs 	HoS Chair	Commence 2021	Staff survey results 2021, >90% agreed no barriers to p/t working	
4.2	Increasing %F PDRA	<ul style="list-style-type: none"> Raise staff awareness of %F PDRA in department Encourage staff to proactively seek suitable female PDRA candidates via conferences and email networks 	HoS All staff Chair	Start end of 2019 for 2020 recruitment onwards	%F PDRA at 30% (2017 level) in 2018.	

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		<ul style="list-style-type: none"> Write guidelines around advert wording 			Rising to 35% by 2020, 40% by 2022
4.3	Female mentoring support	<ul style="list-style-type: none"> Annual informal mentoring lunch session for PhDs and PDRAs with female academics and industrialists in Chemistry 	Chair	First session held Sept 2018 Next session Sept 2021	Annual attendance: >3 female mentors >12 attendees
5.0 Staff recruitment, induction, career progression and retention					
5.1	Increase the %F staff at levels 5-7	<ul style="list-style-type: none"> Proactively seek potential external female candidates ready for academic positions as they become available (L5-L7) 	HoS Executive Group Chair	Continuous from Nov 2017	Increase %F staff L5-7 to: 20% by 2020 25% by 2023
5.2	Ensure completion of Induction process	<ul style="list-style-type: none"> Checklist developed and implemented to formalise staff induction process and the timeframe for completion Gather feedback on induction process 	Concordat Rep Chair HoS	Checklist approved Dec 2018	Staff survey 2020 improved scores on all induction questions for new staff
5.3	Respond to staff survey to improve understanding of promotions process	<ul style="list-style-type: none"> Publicise university guidelines around promotions Communication to all staff involved in appraisals to ensure promotion conversations occur during annual appraisal Promotion workshops/female only workshops Introduce PDRA promotion workshops Mentoring for promotion by recently promoted staff 	HR Chair HoS Senior Res. Rep	Oct 2020 promotions round	Staff survey results: raised from 67% to >80% of staff understanding what they needed to do to get promoted
5.4	Support for female ECR development	<ul style="list-style-type: none"> Annual review of suitable candidates for Springboard and relevant conference 	ED&I team	Candidates identified three months prior to course/conference	Min. 1F attendee at Springboard Min. 3F/M conference
5.5	Increase %F on appointment panels	<ul style="list-style-type: none"> Train PDRA cohort in the recruitment panel for L4 staff Development of the early career researchers involved 	HoS PDRA Reps	Commenc 2020 by email to all staff	Increased pool of female staff eligible for panels

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6.0 Support for all staff (Academic, professional and support staff)						
6.1	Support for technical and admin staff	<ul style="list-style-type: none"> Ensure all appraisals occur for professional staff, gather feedback on effectiveness Encourage conversations on staff transitions and ambitions in appraisals 	Admin officers Tech & Exp Rep	Monitor for appraisal round 2020/21 and annually	100% appraisal completion, feedback gathered	
6.2	Examine uptake of family leave policy	<ul style="list-style-type: none"> Discuss Faculty wide family leave policy Campaign to University for increased funds 	HR Chair	2018/19 under review	Review carried out in 2019, HR revised policy	
6.3	Supporting paternity leave	<ul style="list-style-type: none"> Paternity leave: examine inequalities in system raised by staff 	HR	By Apr 2020	Policy reviewed	
6.4	PDRA profiles on Chemistry website	<ul style="list-style-type: none"> Devise system for regular updates on annual basis 	Admin officers	Admin each Dec	90% PDRA profiles on website by Oct 2021	
6.5	Support for progress for P&S staff	<ul style="list-style-type: none"> Ensure progress conversations occurs in appraisal Include COVID effects in all appraisals 	HoS	By appraisal round 2021	Increase in staff satisfaction in 2021 survey	
7.0 Culture change and celebration						
7.1	Grant flexibility	<ul style="list-style-type: none"> Lobby the research councils to allow for greater flexibility, in order to use funds provided over a wider time span 	ED&I team	Meetings with EPSRC 2018	Policy changes noted	
7.2	External Consultation	<ul style="list-style-type: none"> Invite inspirational speakers to the UoS to discuss ED&I issues and promote good practices 	Chair ED&I team	Assemble programme plan for 2021	Min. 1 talk invited each academic year	
7.3	Dissemination of best practice	<ul style="list-style-type: none"> ED&I members to speak nationally e.g. other HEI, non-STEMM depts. about our ED&I journey within Chemistry 	Chair ED&I team	Talks presented 2 in 2021	Talk delivered, feedback gathered	
7.4	Reduce 'constant connected' nature	<ul style="list-style-type: none"> Implementation of email guidelines Email policy resent to staff by HoS every 12 months 	Senior Res. Rep	Focus group with staff on email March 2021	SES improved scores on work life balance	
7.5	Social sports event	<ul style="list-style-type: none"> PDRA staff and PG students to organise annual departmental sports tournament 	PG/PDRA Reps	Commence Jan 2021 (online?)	Successful event held (>30 participants)	

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7.6	Ishbel Campbell prize	<ul style="list-style-type: none"> Raise staff awareness of prize to encourage more nominations of UG, PG or PDRA's 	HoS Chair	Annual (next prize to be awarded June 2021)	Prize given annually	
7.7	Influence buildings refurbishment	<ul style="list-style-type: none"> ED&I team contribute to all building plans to ensure gender, disability, family-friendly and social considerations 	HoS Chair	Commences Dec 2017-ongoing	Ongoing	
8.0 Communication and ED&I team						
8.1	Increase %F seminar speakers	<ul style="list-style-type: none"> Email from HoS to all seminar organiser requesting min 25 %F speakers in all sections Data on %F speakers gathered annually by ED&I chair 	HoS SES Rep	Email reminder sent by Feb 2021	%F seminar speakers raised to 25% 30% by 2022	
8.2	Improve Chemistry Equality website	<ul style="list-style-type: none"> Continue to add a diverse range of staff case studies Create a LGBT section 	Comms Officer Chair	LGBT section by March 2018	Website traffic and shared best practice	
8.3	Noticeboard	<ul style="list-style-type: none"> Overhaul ED&I noticeboard 	Chair	Jan 2021	Increased profile of ED&I	
8.4	ED&I training for PG students	<ul style="list-style-type: none"> Work with central University team to gain licences require to roll-out ED&I training to PG students Online completion rate to be monitored by HoGS 	University ED&I officer	For Sept 2018 intake	PG students training incorporated into PGR tracker	
8.5	Chemistry Newsletter	<ul style="list-style-type: none"> Gather feedback on first newsletter Establish dedicated team for Newsletter production Widen audience (alumni, open days) Share this best practice with other depts. 	Comms Officer SES Champion	Feedback by end of November 2017 2nd newsletter March 2018	Improved scores on staff value and celebration questions in ED&I survey	
8.6	Improving communication	<ul style="list-style-type: none"> Workshop development in progress on 'professional behaviour' with external consultant First workshop with senior staff 2017 	SES Champion HoS	First workshop ran Dec 2018	Improved scores on communication questions in ED&I survey	