**CYNLLUN GWEITHREDU ATHENA SWAN 2011 – 2014 ATHENA SWAN ACTION PLAN**

*(This plan complements the University’s Gender Action Plan)*

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|  | **Action** | **Responsibility** | **Timing** | **Progress** |
| **1 Baseline Data and Development of Supporting Evidence** |
| **1.1** | Develop process and format of annual monitoring of gender statistics | Director of HR/ Equality Officer | Completed | Process completed following Athena SWAN application |
| **1.2** | Ensure regular communication and reporting of gender statistics  | Director of HR/ Equality Officer | Annually | Communicated to relevant Task Groups and Athena SWAN Groups |
| **1.3** | Ensure broad dissemination of information and communication in key decision making groups and task groups in the University e.g. University Executive, HR Task Group, Equality and Diversity Task Group and College and School Executives | HR and Colleges |  |  |
| **2 Action Arising from Data** |
| **2.1** | Examine the factors why female post-graduates do not chose to pursue academic careers | Athena SWAN representatives and Deputy Director HR Development | October 2012 |  |
| **2.2** | Review the contributing factors for the differences between voluntary turnover in the non-SET and SET Colleges | HR Officers | July 2012 |  |
| **2.3** | To annually monitor gender balance with staff on fixed term and permanent contracts | HR Officers | Annually  | This monitoring will be carried out during collection of statistics for reporting under the requirements of the Welsh Equality Duties |
| **2.4** | To review and address disparities in professorial pay | HR Director | Currently being reviewed | Initial equal pay audit has already been undertaken  |
| **3 Supporting and Advancing Women’s Careers** |
| **3.1** | To ensure that REF selection policies and processes reflect equality best practice | REF Manager and HR | 2012 | Initial discussions regarding approach have been held |
| **3.2** | To encourage women to work towards progression and apply for promotion in the SET Colleges from January 2012 | Heads of College | Review annually | Hold a presentation for staff when the new senior academic promotion policy and criteria are approved. |
| **3.3** | Develop Career Development guidelines and career development web page for staff * Build career development website for researchers
* Write guidelines and consult with Colleges and UCU
 | Director, ADU, Deputy Director HR and Research Manager | September 2012January 2013 | This will include support staff who support research and teaching and learning |
| **3.4** | Further develop female mentoring in the University* Publicise WUMS
* Examine potential of group mentoring for early career female academics
 | Deputy Director HR Development and Staff Development Officer | September 2012 | Publicised recent call for mentors and mentees. Training held 18 November.Review internal mentoring in joint project with Aberystwyth University. |
| **3.5** | Further develop the gender website as a resource for female staff | Staff Development Team | September 2012 | This will also be linked to other sites i.e. sustainability and equality |
| **4 Culture Change and gender balance** |
| **4.1** | To increase the number of women on University decision making groups and at College and School levels* Monitor female representation on identified committees and task groups on an annual basis
* Identify process by which to monitor
 | Executive | June 2012 |  |
| **4.2** | To evaluate the impact of the new senior academic promotions policy and process | Deputy Director HR Operations | March 2013 |  |
| **4.3** | To arrange networking events for academics and post-graduates | Staff Development Team | In 2011/12 hold in December, March and June | Speakers identified |
| **4.4** | To arrange further ‘Women in Science’ events to raise the profile of women in science for staff and students | Athena SWAN Group | March 2013 |  |
| **4.5** | Athena SWAN Group to work with Colleges to work towards further awards | Athena SWAN Group and College Athena SWAN representatives | June 2014 |  |

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| **5 Flexibility and Managing Career Breaks** |
| **5.1** | Continue to work with UCU and the Colleges to increase the level of transparency of workload models | HR, Colleges, UCU |  | Discussions are underway |
| **5.2** | To review within the Athena SWAN Group potential improvements that can be undertaken to support women in this area* Form a sub-group to examine improvements
 | Athena SWAN Group | December 2012 |  |