Athena SWAN Self Assessment Team  
Meeting held on 29 January 2014,  
Carnegie Room, 10:00am

✓ = in attendance  A = apology received

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>29/01/14</th>
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<tbody>
<tr>
<td>Anne Anderson</td>
<td>Convener &amp; Gender Equality Champion</td>
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<tr>
<td>Helen Speirs</td>
<td>Equality and Diversity Officer</td>
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<tr>
<td>Susan McKeown</td>
<td>Athena SWAN Co-ordinator</td>
<td>✓</td>
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<td>Susan Barnett</td>
<td>College of MVLS Rep</td>
<td>✓</td>
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<tr>
<td>Katie Farrell</td>
<td>GEM Co-ordinator, College of Social Sciences</td>
<td>✓</td>
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<td>Lyndsay Fletcher</td>
<td>College of Science &amp; Eng. Rep</td>
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<td>Cindy Gray</td>
<td>College of Social Sciences</td>
<td>✓</td>
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<tr>
<td>Karen Lury</td>
<td>College of Arts Rep</td>
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<td>Richard McCulloch</td>
<td>College of MVLS Rep</td>
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<td>Stephen Marritt</td>
<td>College of Arts Rep</td>
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<td>Fiona McLachlan</td>
<td>HR - College of MVLS</td>
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<td>Kathleen McLaughlin</td>
<td>HR - Data Management</td>
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<td>Joelle Prunet</td>
<td>College of Science &amp; Eng. Rep</td>
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<td>Elaine Reid</td>
<td>HR - College of Social Sciences</td>
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<td>Simon Wilson</td>
<td>HR - College of Science &amp; Eng.</td>
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<td>Bethan Wood</td>
<td>College of Social Sciences</td>
<td>✓</td>
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<tr>
<td>Janell Kelly</td>
<td>Equality and Diversity Unit (Clerk)</td>
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1. Welcome and Apologies

The Convener welcomed members and acknowledged the apologies received.

The Convener invited introductions as new members were attending the meeting.

2. Minutes from previous meeting 8 November 2013

The minutes were approved as a correct record.

3. Matters Arising from the previous meeting – Paper 1

Action Point 2 – Use of Athena SWAN Logo in STEMM job adverts

HS confirmed the Athena SWAN logo appears on the main University recruitment landing page. Human Resources Recruitment team have advised S1 Jobs do not allow logos or weblinks within adverts placed with them. Jobs.ac.uk will include the Athena SWAN logo but would charge an additional £50 per advert which would make the additional costs prohibitive.¹

¹ Jobs.ac.uk estimated the addition of the logo would add approximately £20,000 per year to the recruitment costs across the University.
With this in mind Human Resources Recruitment team have adopted the same standard as other Russell Group employers who hold Athena SWAN awards; each job advert now includes the following sentence:

“The University has recently been awarded the Athena SWAN Institutional Bronze Award”

Where appropriate, the following is also included:

“The School of Physics and Astronomy has been awarded Juno Champion status and also the Athena SWAN Silver Award.”

Where an advertiser allows, web links are embedded into the advert, which direct people to the specific University web pages.

The Convener noted the additional charge was surprisingly high and requested HR be asked to raise this with their Russell Group counterparts with a view to approaching Jobs.ac.uk as a group to make representations about a reduction in this charge, given the importance of Athena SWAN to the sector as a whole.

**ACTION: EDU**

**Action Point 3 – Focus Groups**

SMK advised this item was shown as complete as a report had been produced by Fiona McLachlan, MVLS HR Manager. This report would be covered under Agenda item 7.2 – Papers 5 & 6. She highlighted Fiona McLachlan was unable to attend today’s meeting and had asked for all comments or questions about the two papers be directed by email to her.

The Convener noted she was unaware the paper’s author was not going to be in attendance at the meeting. She requested that going forward papers should only be presented to the group if someone is prepared to speak to the paper or be able to respond to questions at the meeting.

**Action Points 7 & 9 – Research and Teaching Staff Exit Survey and Maternity, Paternity, Parental and Adoption Leave by Gender**

SMK reported she had requested both sets of information as detailed but was still awaiting the data.

The Convener expressed her disappointment with the lack of provision and asked SMK to ensure this is provided for the next meeting.

**ACTION: SMK**

The Convener further stated where a delay in obtaining information is experienced, she should be made aware of this prior to the meeting and an explanation for the reasons behind the delay should be provided by whoever is responsible for providing the information.

**ACTION: EDU**
Action Point 11 – Glasgow Science Festival 2014

SMK reminded members they had been requested to highlight the festival’s deadline for submissions across their own areas and networks, noting the deadline had now passed.

The Convener asked for information on the submission and success rates for female contributors to be requested from the event organiser to establish if there had been an increase in female participation.

ACTION: SMK/EDU

Action Point 12 – International Women’s Day (IWD)– 7 March 2014

HS reported the IWD event has been set for the afternoon of Friday, 7 March 2014 and would be run using the PechaKucha style format. The event will be held in the Senate Room and will be open to all staff and students. Refreshments will be served at the end to give attendees the opportunity to chat and network.

She noted Eventbrite would be used as the registration process.

SMK advised the Convener had agreed to open the event and would be one of the contributors on the day, along with 7 other female academics; all at different stages of their academic careers.

The Convener suggested advertising of the event should now be a priority.

SMK advised an article will be included in the next two Campus E-news and asked members for further suggestions on how best to cascade information on the event.

BW suggested the event information be disseminated via both the University’s Twitter and Facebook feeds as this has proved a successful medium.

The Convener suggested a poster/flyer should also be designed which could be sent out to all areas.

The Convener asked EDU to proceed with the publicity for the event and to make contact with Communications to ensure maximum coverage.

ACTION: EDU

The Convener noted all other actions were shown as complete, relevant updates were shown on Paper 1 or items were on the agenda for further discussion.

4. Group Name and Terms of Reference – Paper 2

HS reminded members discussions had taken place at the last meeting regarding the refocusing of the group’s aims and the inclusion of references to the Gender
Equality Charter mark and presented Paper 2 which aimed to reflect those discussions and changes.

She asked members to consider the draft terms of reference and also to consider a new group name which might better tie together the two strands of Athena SWAN and the Gender Equality Charter Mark (GEM).

SMK suggested Gender Equality Steering Group as a possible new group name.

The Convener noted whilst having detail about the background of the group was helpful; an overarching statement of intent should be included within the Terms of Reference section.

Members approved the suggested name and asked for a statement of intent to be drafted and included.

KL noted the group is shown as reporting to the Equality and Diversity Strategy Committee (EDSC) and queried what mechanism is in place for this.

JK advised, as Gender Equality Champion, the Convener held a seat on the EDSC. At EDSC, which is chaired by the Principal, each Equality Champion provides an overview update to the other Equality Champions on developments within their own area. This can be done either via a verbal update or by tabling papers.

JK noted the Convener had not been able to attend the last EDSC in November 2013 but HS had provided a verbal update on her behalf and EDSC members were given sight of the Athena SWAN Action Plan as it stood at that time.

KL highlighted that as this group reports to EDSC, EDSC should be asked to approve the proposed change in name and terms of reference.

The Convener agreed and asked JK to make the necessary changes, as requested, and to ensure this is placed on the EDSC agenda for discussion.

**ACTION: EDU**

5. **Gender Equality Charter Mark (GEM) Overview**

KF provided members with an overview of GEM.

She reported GEM utilises the experience and methodology of the Athena SWAN Charter for women in science, technology, engineering, maths and medicine but is focused in the arts, humanities and social sciences. However, it differs from Athena SWAN as it also covers professional and support staff, transgender equality and the underrepresentation of men in certain academic disciplines.

She advised the College of Social Sciences and the School of Law had been accepted onto the trial award, noting the submission deadline is 30 April 2014.
ER noted institutions were limited to 2 applications (including the College level award) for the trial awards; the School of Humanities had also applied to the trial but had not been accepted.

KF stated GEM utilises a data template which had been designed specifically for the award. All institutions are required to provide the same data sets.

She reported the School of Law’s self assessment team had been convened and a staff survey had already been carried out. The self assessment team will now need to reflect on the data gathered and analyse the survey results to structure their action plan.

The Convener highlighted the new terms of reference stated the group should have sight of future applications and asked KF when a draft application could be made available for review; noting the next meeting of this group would be after the submission deadline.

KF advised the next School of Law self assessment team meeting would be held on 3 March 2014 and agreed to circulate a draft for comment after that date.

**ACTION: KF**

KF confirmed she would be presenting information on GEM at the College of Social Sciences College Council meeting on 30 January 2014.

The Convener highlighted once GEM is fully rolled out after the trial period not all schools within the College of Social Sciences will necessarily apply but was aware there was already strong interest from within the College of Arts, as shown by the trial application from the School of Humanities.

### 6. Updated University Athena SWAN Action Plan – Paper 3

SMK presented Paper 3 and noted the action plan was written as a three year plan. She advised progress had been made in most areas but highlighted a large number of the actions related to data gathering and as a result these actions were very much HR focussed.

SMK reported she and HS had presented at a recent Senior Management Group (SMG) meeting and noted SMK and HS were currently preparing a further update to that paper, which the Convener will be presenting at the next SMG.

SMK emphasised a great deal of support is required from other areas in order to deliver on the action plan and she is working with HS to take this forward.

She highlighted action 1.3.2 and noted the process of identifying a cohort of female academics is underway; with Heads of Schools and Directors of Research Institutes having been requested to provide names of suitable candidates. She reported she and SW would be meeting with Heads/Directors within the College of Science and Engineering and had been in contact with a number of others already but had yet to hear from some areas.
SMK pointed out she would be speaking at the Heads of School/Directors of Research Institute Forum on 4 February 2014 and had been reluctant to chase before the deadline in the original email (31 January) but agreed to follow up with those areas who had not yet provided names as a matter of urgency.

**ACTION: SMK**

SMK reported she was in the process of developing a paper to be discussed by all College Management Group (CMG) meetings and reported she would be speaking at the next Social Sciences CMG and hoped to speak at the Science and Engineering CMG in March. MVLS had requested her paper be circulated electronically to CMG members as the agendas for the next two meetings would not allow time for her to present the paper personally. She had been unable to secure a place at the Arts CMG in February.

KL stated she would liaise with SMK to secure a slot on the Arts CMG agenda in March.

**ACTION: KL/SMK**

The Convener emphasised the need to identify appropriate partnerships across the group’s membership and the University to ensure SMK secures a place at these meetings. She also noted the opportunity must be taken at these meetings to highlight the key messages, priorities and actions for each CMG.

HS advised she had recently met with the HR Policy Development Manager, who is about to leave the University, to clarify who would now be responsible for taking his actions within the Action Plan forward and confirmed she would be following up on these with the appropriate people.

**ACTION: HS/EDU**

7. **Specific Action Plan Updates**

7.1 – Senate Committee Gender Balance – Paper 4
Athena SWAN Action 1.1.1

SMK presented Paper 4 which shows the gender balance on Senate and its sub committees as at August 2013. SMK noted this was the first time this level of data had been made available for Senate committees. She drew members’ attention to the highlighted committees which had lowest levels of female representation.

SMK noted she and HS met recently with Jack Aitken, Senate Office Director to discuss these figures. Jack Aitken had asked ASSAT to make recommendations on how to improve the percentage of under-represented groups on the committees.

HS reported Jack Aitken had indicated many positions are ex officio whilst others are nominated by Heads of School.

The Convener noted the University was about to propose the introduction of a Council of Senate. If approved, she stated this would provide a good opportunity
to increase female representation on a top level decision making body but she was unsure of how the makeup of the Council would be decided.

BW reported the proposal was that each College would have a proportional representation on the Council of Senate with MVLS having 27 seats, Social Sciences 19, Science and Engineering 17 seats and Arts having 12 seats. She also reported the proposal was 20% of those nominated should be from outwith the professoriate.

The Convener stated work should be done by Senate Office to ensure they provide encouragement to Heads of School to widen their scope of nominations to all committees.

The Convener also noted Heads of School had now identified those female staff with leadership potential and suggested Heads of School could be asked to look at this pool when considering nominations for the Council of Senate and other committees.

SMK emphasised the need to highlight when vacancies for such committees become available to all staff and to stress the benefits to their careers of accepting a seat on these committees.

The Convener agreed and asked SMK and HS to work with Senate on this.

**ACTION: SMK/EDU**

7.2 – Obstacles for women progressing through Clinical grades – Papers 5 & 6

Athena SWAN Action 3.1.6

SMK presented Papers 5 & 6, on behalf of Fiona McLachlan (FM), noting the papers were produced after it was identified within the Athena SWAN Action Plan that women face specific barriers when trying to move through Clinical grades.

SMK reported FM had conducted a small focus group; Paper 6 had informed the discussions around the previously identified obstacles and Paper 5 set out the focus group’s comments and suggested actions. She noted some areas covered were University wide, whilst others were very specific to the nature of NHS contract arrangements.

The Convener stated the College of MVLS Management Group should be given the opportunity to discuss this report first, as they would be best placed to identify where it was possible to assist with the NHS contract issues and asked for this group to receive feedback on that discussion.

**ACTION: FM**

SMK highlighted some issues raised within Paper 5 affected women across the University and echoed those already noted during both the original Athena SWAN Bronze award consultation process and seen within the ‘departmental’ award surveys which had been carried out. She noted nursery provision
(insufficient places and limited opening hours) was a common theme seen on many occasions.

The Convener acknowledged the need to have this issue raised at a high level to see if anything can be done about increasing the provision available. She asked for information to be gathered which would allow this issue to be taken forward with the Secretary of Court and SMG.

ACTION: SMK/EDU

The Convener also stated the need to identify those issues within MVLS which have been addressed in other areas of the University – she cited the Career Development Groups run in both the Colleges of Arts and Social Sciences which could be delivered across the University.

SM expressed concern he did not have a clear sense of where this group (Athena SWAN Self Assessment Team) fits within the University’s overall structure and stated there was a need to be clear about what this group wanted to achieve and how it would go about doing this.

The Convener acknowledged this and asked for all future papers presented to this group to be accompanied by a cover sheet which clearly states:

- the background to/reason for the paper/report; (i.e. relates to AS Action Plan number…)
- who assisted in compiling the paper/report;
- which other groups/committees have already seen the paper/report;
- what, if anything, is required from ASSAT in respect of the paper/report;
- who will be responsible for progressing any resulting actions.

JK confirmed this would be adopted as standard for future meeting.

ACTION: EDU

The Convener also asked EDU to map out the committee structure to help confirm Athena SWAN and GEM’s interaction across the University.

ACTION: EDU

7.3 – Cross-College (MVLS and S&E) Mentoring Scheme – Papers 7a, b & c

Athena SWAN Action 3.2.1

SW presented Papers 7a, b and c. He noted Paper 7a represented the original Mentoring Scheme proposal as presented to S&E’s College Management Group (CMG).

He advised Paper 7b represented the amended proposal, taking account of the recommendations from S&E CMG, which is being discussed at the MVLS CMG meeting today and Paper 7c shows the proposed application form a mentee would complete when joining the scheme.
The Convener noted S&E had recommended the mentoring scheme should be open to both female and male staff members. Whilst she respected S&E’s recommendation she stressed the need to focus the scheme’s support on female staff members, whilst ensuring there was enough capacity within the scheme to assist all.

SW advised whilst the mentee population would be predominantly women, the amended proposal took account of the fact male academics may also experience the same work-life balance challenges as women and would therefore also benefit from the scheme.

He stated S&E’s CMG had attempted to ensure equity for all within the scheme and highlighted there had also been some opposition for the ‘women only’ mentoring scheme proposal from a small number of senior female academics within S&E who did not fully support the ‘women only’ approach advocated by the Athena SWAN process.

SM noted he had recently discussed Athena SWAN with a female senior academic from another institution who had echoed this view point.

SW stressed he had met with senior women within S&E to discuss their concerns and to establish what other form of support they thought would be useful as opposed to the mentoring scheme and they had identified the need for ‘academic sponsorship’.

The Convener expressed her surprise at the concerns being raised noting the ‘women only’ mentoring scheme within the Colleges of Arts and Social Sciences had received positive feedback from all those involved.

SMK acknowledged similar concerns had been raised through the ‘departmental’ self assessment teams at the beginning of their submission process but once they worked through the process it becomes clearer Athena SWAN is about developing people and embedding practices which will benefit everyone.

KL asked if SW could provide some feedback on what concerns were being raised. She suggested there may be a need to ensure staff had a better understanding of the difference between ‘Positive Action’ and ‘Positive Discrimination’.

The Convener noted Athena SWAN’s approach was only one route to achieving a better outcome for all academics across the University.

The Convener asked SW, once the College Management Groups for both MVLS and S&E have approved the introduction of the mentoring scheme, to put together a discussion paper on ‘academic sponsorship’ and to provide a paper on the challenges being faced in relation to implementing gender equity focussed initiatives.

 ACTION: SW
7.4 – Academic Promotions 2008-2013 – Paper 8

SMK presented Paper 8 on behalf of its author Ann Hastings, HR Operations Manager.

The Convener noted the information was presented in a manner which made it difficult to read or draw clear conclusions from. She also noted the paper stated “work done to encourage females to apply” but did not contain information on this work.

HS agreed a request would be made to have the information broken down by College, if possible.

The Convener agreed this would provide a better basis for discussion and asked that the paper’s author be invited to provide an updated paper, with College level data, and to attend the next meeting in order to speak to the updated information.

ACTION: SMK/EDU

8. Items for Information

8.1 – Schools/Research Institute level Athena SWAN awards update

SMK reported 3 areas had submitted ‘departmental’ Athena SWAN applications in November 2013; these were

- School of Geography and Earth Sciences
- Institute of Cardiovascular and Medical Sciences
- Institute of Biodiversity Animal Health and Comparative Medicine

The Convener asked that this group be given the opportunity to review these applications.

ACTION: SMK/EDU

SMK advised another 10 Schools/Research Institutes had expressed an interest in submitting Athena SWAN departmental applications across the next two submission rounds in April 2014 and November 2014.

She also stated the majority of the remaining Schools/Research Institutes were committed to taking forward submissions at later dates.

The Convener referred members back to the Terms of Reference agreed early in the meeting, which stated this group would now “have sight of future Athena SWAN and GEM ‘departmental’ applications and action plans” and asked what processes would be put in place for this.

SMK noted the Terms of Reference stated “Members will assist (e.g. acting as a critical reader) with future applications for ‘departmental’ level awards.” and confirmed the three recently submitted applications had been reviewed by
members of the group as ‘critical readers’ and suggested this would be the best way forward to be able to provide feedback on future submissions.

The Convener agreed submitters should, with the assistance of SMK, identify the most suitable partner(s) within the group.

8.2 – Athena SWAN awards panel

SMK advised members she had been accepted as an Athena SWAN judging panellist.

She stated this involved reviewing 6 full submissions in advance of attending the judging panel event which is being held in London on 13 February 2014.

She noted the experience and insight gained during this process would greatly assist with the development of our own future ‘departmental’ applications and action plans and as such, strongly encouraged group members to consider volunteering as a panellist.

SMK also advised the Equality Challenge Unit had recently canvassed for volunteers in relation to the GEM submissions and confirmed information on this had been forwarded by KF to the School of Law’s GEM self assessment team.

9. Any Other Business

9.1 – Vote of Thanks

The Convener noted this would be H Speirs last meeting, as she would be returning to her role within the SRC when Mhairi Taylor returned to the University at the end of her maternity leave in March.

The Convener thanked H Speirs for her commitment to her role as Equality and Diversity Officer and for her contribution to the work of ASSAT and on the Athena SWAN Action Plan during her time.

No other business was brought to the meeting and as such the meeting was closed.

10. Date of Next Meeting

8 May 2014 at 10am – 12 noon – Room 656A, Level 6, South Front, Main Building, Gilmorehill Campus.