

University of Glasgow, School of Psychology and Institute of Neuroscience & Psychology – Athena SWAN Action Plan

Section 3 – Self-Assessment Process

Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
3.1	Athena SWAN SAT activity to be included in both School (SoP) and Institute (INP) Workload Models.	<p>To:</p> <ul style="list-style-type: none"> • embed gender equality issues. • ensure good practice in relation to Equality and Diversity. • ensure ongoing data gathering and reporting to support future planning. • identify and address any gender inequality. • Ensure time within workload for Athena SWAN activity 	Implementation of AP	Workload Modeller	From Sept 2016
3.2	<p>Establish 7 SAT working groups to lead on specific sections in application, collect & analyse data and develop Action Points:</p> <ul style="list-style-type: none"> • Student data • Academic & Research (A&R) staff data • Staff survey • Key career transition points: academic staff • Career development (UG, PGT,PGR, A&R) • Flexible working & career breaks (A&R, P&SS) • Organisation & Culture in the department 		Implementation of AP	Athena SWAN SAT	Feb 2015 - April 2016
3.3	Athena SWAN website established and AS to be made a standing agenda item on the Joint Staff Meeting and Senior Management Group.		Implementation of AP	Head of Dept. PA	Since June 2015
3.4	<p>SAT meetings to become quarterly and 4 new working groups (replacing original 7) to implement Actions Points:</p> <ul style="list-style-type: none"> • Student Career Development • Staff Career Development • Flexible Working • Culture Development 		Implementation of AP	SAT	SAT will meet quarterly. Working-groups will meet as required between SAT meetings.
3.5	Establish online forum on University Moodle platform.		To provide an online Q&A forum to address staff queries on equality and diversity, maternity, paternity, paternal leave, flexible working, promotion, etc.	<p>Implementation of online forum.</p> <p>75% of staff in survey will report online forum is useful</p>	Culture Development Group (CDG)

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Section 4.1 – Picture of the Department – Student Data

Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
4.1.1	Lead on the Psychology organisation of recruitment events aimed at the transition from secondary school and ensure diverse staff is involved.	Provide prospective students with information on what is involved in a Psychology & Neuroscience degree Encourage more males to consider a career in Psychology (UG Psychology currently 77% female)	Increase in male applications to UG Psychology course in line with recent Scottish Funding Council recommendations (no more than 75% of one gender).	Student Career Development Group (SCDG)	Starting Sept. 2016, 2 events p.a. To be reviewed in 5 years.
4.1.2	Encourage more PhD students & staff to register as STEM Ambassadors and to take part in STEM events.		20% of male PhD students & staff registered as STEM Ambassadors.	SCDG	Annually from Sept 2017 (to allow time for extra Admin support to be in place).
4.1.3	Continue to hold an UG Research Fair to support the transition from UG to PG.	Collect data and provide better information on academic career paths for both male and female students.	75% of respondents will return positive feedback in post-event survey	SCDG	Annually in March.
4.1.4	Conduct final year student destination surveys for final year UG, PGT and PGR students.	Improve support for PGT and PGR students keen to pursue academic careers. Inform future actions for supporting career progression from UG to PG and beyond PhD.	Achieving at least 70% survey completion rate.	SCDG	Annually from April 2017 (to allow time for extra Admin support to be in place).
4.1.5	Introduce “Mentoring Circles” for PGT & PGR students		75% positive feedback from destination surveys (AP 4.1.5).	SCDG	Biannually from Nov 2016
4.1.6	Introduce ‘Meet the Role Model’ sessions with invited seminar speakers to support the career transition of PGT and PGR students.	To improve support for PGT and PGR students keen to pursue academic careers (i.e. to support the transition from PGT to PGR and PGR to Post-Doctoral training).	75% positive feedback from destination surveys (AP 4.1.5).	SCDG	Monthly from Sept 2016.
4.1.7	Continue to hold ‘Meet the PhD’ events to inform undergraduates about postgraduate and academic prospects.		75% of respondents will return positive feedback in post-event survey	SCDG	Annually in March
4.1.8	Scholarship rankings to be assessed in a blind manner.	To avoid any potential unconscious bias.	Implementation of AP	SCDG	Annually from Jan 2017

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4.1.9	Development of the Athena SWAN website to include information on support options available to students/staff and case studies of current academics who utilise these (e.g. Flexible Working).	To highlight Department and University support policies aimed at maintaining a healthy work life balance.	Positive feedback (75% of staff) for Department Athena SWAN website in staff survey	SCDG/CDG	Website to be updated with information by June 2016 and case studies by Dec 2016. (dependent on additional admin support from centre)
4.1.10	Student Career Development Group to meet at least biannually and to provide regular updates at the SAT quarterly meetings.	To ensure progression of the actions points relating to Student Career Development.	Implementation of AP.	SCDG	Biannually.

Section 4.2 – Picture of the Department – Staff Data

Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
4.2.1	Continue to monitor & record staff data by gender	To assess the impact of action points and the overall Action Plan.	Implementation of AP and annual review of data at SAT meeting.	Staff Career Development Group (StCDG)	Annual (dependent on additional admin support from centre)
4.2.2	Personal Development Plan to be prepared for all academic staff.	To provide tailored support for career progression	Achieve 5% staff applying for promotion.	StCDG	Annually from June 2016

Section 5.1 – Supporting and Advancing Women’s Careers – Key Career Transition Points

Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
5.1.1	All job adverts to include a statement recognising the Athena SWAN Charter, promotion of open and fair policies for equality and support for flexible working.	Data show that within INP fewer female job applications were received, although success rates were higher than for men. However	Implementation of AP with statement in all adverts.	Staff Career Development Group (StCDG)	Job adverts updated since Aug 2015.

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5.1.2	AS SAT to receive all job adverts as they are released to ensure networking to competitive female applicants is maximised.	<p>appointments were at lower grades (none at Grade 9 or Professor).</p> <p>In SoP more female job applications were received, success rates were lower, and appointments were at similar grades (but none at professor).</p>	<p>Implementation of AP with more widespread circulation of adverts.</p> <p>To have at least 20% female applications for all positions within INP.</p>		<p>More widespread circulation of adverts from April 2016.</p> <p>Numbers of applications for posts to be reviewed once a year at SAT</p>
5.1.3	Recruitment panels to have prior training and representation of both male and female staff.	Current University policy to support equality & diversity.	At least one female staff member on every recruitment panel.	StCDG	Already established
5.1.4	Recruitment panels to undergo unconscious bias training.	To further improve equity and fairness in recruitment practice	All recruitment panels to have undertaken unconscious bias training prior to conducting interviews.	StCDG	3 months from release of University's on-line unconscious bias training module. Expected late 2016.
5.1.5	Continue with current departmental induction programme for new staff, provide all staff with new Department Staff Handbook and check feedback on effectiveness of these in next staff survey	The new staff handbook will provide an in depth induction to the Department and University and will serve as a point of reference for all staff for departmental/University policies.	Circulation of new Department Staff Handbook to all staff. New question on usefulness in Staff survey and 75% positive feedback.	StCDG	Inductions ongoing, handbook to be published in June 2016, next staff Survey Jan 2018.
5.1.6	Have "Applying for promotion" tab on the Dept. Athena SWAN webpage with links to the appropriate HR web pages.	To increase awareness of the new promotion criteria and process. The staff survey indicated that 39% of academic	Implementation of AP for promotion information link on Dept. Athena SWAN webpage.	StCDG	Webpage to be updated by June 2016.

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5.1.7	Hold promotion events this year and annually at least one month before promotion round opens for UT and R&T staff.	<p>staff did not understand the University's promotion criteria.</p> <p>Staff data revealed decreasing applications for promotion, and fewer applications from women.</p>	<p>75 % positive feedback on usefulness of promotion events in Staff survey.</p> <p>Achieve a 20% increase in understanding of promotion criteria in the next staff survey.</p>	StCDG	<p>Annually in line with launch of promotion round (usually Sept/Oct).</p> <p>Next Staff Survey to be undertaken in January 2018.</p>
5.1.8	Prepare a guideline document on what to expect from P&DR. This will be circulated to all staff (i.e. reviewers and reviewees) prior to the annual P&DR round.	Survey results indicated a lack of uniformity in discussions on promotion.	<p>All P&DR interviews to include promotion discussion.</p> <p>Achieve a 20% increase in positive responses to promotion discussions from females in next staff survey.</p>	StCDG	<p>P&DR guideline document to be produced for next PDR round (June 2016), and annually thereafter.</p> <p>Next survey to be undertaken in January 2018.</p>

Section 5.3 – Supporting and Advancing Women's Careers – Career Development: Academic Staff

Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
5.3.1	All staff will be encouraged to participate in the new University mentoring scheme when it is announced.	Mentoring is one of the key measures likely to provide a solution to leaky pipeline for women in academia	<p>At least 20% staff participation in new mentoring scheme.</p> <p>Achieve 50 % positive response from mentees to question</p>	StCDG	Sept 2016

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			about new mentoring scheme in staff survey		
5.3.2	Eligible staff will be encouraged to apply for grant funding and offered support through the new mentoring scheme and personal development plan.	Data indicate fewer grant applications from female academics and lower success rates.	All senior female R&T academics (Grade 8 and above) to be supported & submit at least 1 major grant application each year.	StCDG	June 2017.
5.3.3	Staff Career Development Group to meet at least biannually and to provide regular updates at the SAT quarterly meetings.	To ensure progression of the actions points relating to Staff Career Development.	Implementation of APs.	StCDG	Biannually.

Section 5.5 – Supporting and Advancing Women’s Careers – Flexible Working and Managing Career Breaks

Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
5.5.1	SoP procedures for support at all stages of leave and return will be expanded to include INP and P&SS	To expand good practice and ensure access to the same level of support across the Department.	Increased uptake of the scheme within the School/Institute. In staff survey, add specific question on taking leave and at least 75% to report they received good support	Flexible Working Group (FWG)	Sept 2016, ongoing. Jan 2018 (next staff survey)
5.5.2	Identify a contact person for P&SS and a parental champion who will provide support and guidance to staff and line managers on HR leave policies such as maternity; paternity; parental and adoption leave etc.	Staff survey identified a lack of understanding of University leave policies and procedures. To raise awareness and understanding of University leave policies among all staff (academic, P&SS & PGR) of university policies for paternity, parental and adoption leave.	In next staff survey, 75% of staff taking leave responded positively to support and guidance received In next staff survey, 75% of staff give positive response to awareness of HR leave policies.	FWG	Parental Champion has been identified (CK). P&SS local contact will be identified and in place by Sept. 2016.
5.5.3	Develop Athena SWAN website to include information and guidance on University leave policies, and case studies of staff currently utilising these.		Implementation of AP.		

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5.5.4	Annual presentation on Flexible Working at the Joint Staff Meeting informing staff of expectations and expected benefits.	To improve knowledge of support provisions during maternity leave.	Positive improvement in Staff Survey responses related to FW		Website to be updated with information by June 2016 and case studies by Dec 2016.
5.5.5	Flexible Working Group to meet at least biannually and to provide regular updates at the SAT quarterly meetings.	Staff survey indicated high concerns associated with flexible working requests (e.g. being treated equally, co-worker resentment, and damage to career prospects). To ensure progression of the actions points relating to Flexible Working.			Jan '18 (next survey) Biannually.

Section 5.6 – Supporting and Advancing Women’s Careers – Organisation and Culture

Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
5.6.1	To encourage staff engagement in the Women in Research Network, and to provide at least one Departmental Athena SWAN focused seminar/workshop annually.	To increase awareness of Equality & Diversity/Athena SWAN principles.	Implementation Achieve 75 % positive response indicating an awareness of Equality & Diversity/Athena SWAN principles on staff survey question	Culture Development Group (CDG)	Annually from Sept. 2016.
5.6.2	All staff to undertake the Equality & Diversity online training, and all new staff to do so within one month of starting.	To improve awareness of Equality & Diversity.	100% completion of University E&D training by staff.	CDG	Sept 2016, ongoing.
5.6.3	Departmental Representatives on Department/College/University equality groups to feedback recent activity at quarterly SAT meetings.	To keep SAT up-to-date with current policy so that this can be circulated out to staff.	Feedback produced, reported at SAT and uploaded to SAT website	CDG	Quarterly at SAT meetings.
5.6.4	Senior Management Group meetings open to all Professors in addition to academic staff/P&SS with specific roles in departmental management	To increase opportunities for female representation on important Department committees	Approval to change structure of Senior Management Group committee	SAT	Already approved
5.6.5	A senior staff member will give a presentation at a the Joint SoP/INP staff meeting annually on the	To support career progression and highlight the importance	Positive response (by 10%) to question on understanding of	CDG	Delivered annually at

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	importance of membership of external committees, editorial boards etc. for career progression	of esteem measures and how to achieve these	the promotion process in next staff survey. Change to 75%		Joint Staff meetings and assessed for impact in next staff survey (Jan 2018)
Action Point	Planned Action / Objective	Rationale	Success Measure	Responsibility	Timescale
5.6.6	Workload allocations will be reviewed annually for all staff by Head, Deputy Head and Head of Administration, and discussed annually within P&DR.	To identify and rectify any gender bias within the workload model.	Parity of activity within the workload of female and male staff of equal grades	CDG	Annually.
5.6.7	Highlight to staff the importance of including under-represented groups when coming up with proposals for invited speakers for Department Seminar series and Debates.	Departmental seminars currently show an under-representation of female speakers.	To double the number of female seminar speakers with a target of 20% female speakers	CDG	Sept. 216, ongoing.
5.6.8	Review website and recruitment literature to ensure gender balanced images and messages.	To ensure visibility of female role models within the Department.	Implementation – review and updates completed. Achieve 75% positive response to staff survey question about gender balance of messages on website and recruitment literature.	CDG	Review and updates to begin in Sept. 16, and annually thereafter. Staff survey being undertaken in Jan. 2018.
5.6.9	SAT to collect data annually from all academics and PGR/PGT students regarding their outreach activities.	Information is not currently captured. To maintain a gender balance on outreach activities.	Establishment of database and collection of data.	CDG	Sept. 2016, ongoing. (dependent on additional admin support)
5.6.10	Culture Development Group to meet at least biannually and to provide regular updates at the SAT quarterly meetings.	To ensure progression of the actions points relating to Culture Development.	Implementation of AP.	CDG	Biannually.