











Athena SWAN Action Plan (gold renewal application 2016) for QUB School of Biological Sciences

All actions from 2012 are now embedded in school practices. We will monitor these actions (theme A) and list the supplementary and additional actions to reach ambitious new targets and success indicators. A new theme (B) has been added to highlight our practices and promote beacon activities.

2012 Ref.	Rationale	Actions	Responsibility	Timeline	Success indicators	As of 18.04.2018
Theme A: Monitor all previous actions (see 2012 Action Plan themes 1-4) to ensure these practices remain embedded						
1.1-1.2, 1.5	To increase the number of females applying for posts		HoS, DRs, Director of IGFS, appointments panels, HR	2019	Target: 50% of all applicants for permanent academic posts will be female and 50% of short-listed candidates will be female	
1.3-1.4	As many of our female applicants are not from the UK/ Ireland, more information about AS and our policies will be added and updated routinely on SBS website, FB, blog and IGFS Newsletter	Monitor hit rates, 'likes' and followers on AS web pages and Facebook etc (we currently have similar females and males regularly viewing our FB page)	Digital Transformation Team and School website co-ordinators (Lorraine McKendrick and Paul Mensink) School FB and blog editors, IGFS Newsletter editors and all academic staff who use social media	New website to launch April 2016 2017 (when most new staff are in post)	Target: increase hits/ likes on pages with AS updates	Twitter feed up & running – currently 25 followers, 134 following, 16 tweets. To increase all if possible by 30% prior to next application. LMcD to follow up with Una Bradley & Michael Hills re Facebook & Twitter. 
1.6	To increase the number of females applying for posts	Ensure the 'welcome statement' encouraging applications from females where they are under-represented in this category of employment	HoS, Deputy HoS, Personnel, Equal Opportunities Unit, QUB AS Steering Group.	2016-2019	Target: Welcome statement will be included in all appropriate new posts at SBS (currently all lecturer and Professorial posts)	At Faculty level, all professor posts advertised have the female welcoming statement added. Need data to assess posts other than Professor to ascertain if welcoming statement required. 


		(permitted under Sex Discrimination (NI) Order 1976 (as amended)).				
1.7	To encourage more women and where appropriate couples to both apply for separate academic posts	Advertise academic posts in multiples of at least two positions where possible. Spousal hire is not policy in QUB but multiple posts give scope for a couple to be hired together.	HoS, DRs, Director of IGFS	2016-2019	Indicator: All posts will be advertised in multiples of at least two as a matter of routine. For example, in 2016 we expect to recruit 8-12 academics of all grades and couples will be encouraged to apply.	1 couple have been recruited 10 academics have been recruited since April 2016.
New Action	Eliminate unconscious bias in all recruitment processes	All staff at QUB are trained before joining an interview panel. Continue discussions with HR to ensure unconscious bias training is added to the compulsory interview skills training workshop with compulsory online training required for all staff at QUB	SBS SWAN Champions, QUB SWAN Champion Chair, QGI, HR	2016	New Target: 100% SBS staff to complete unconscious bias testing and have UB testing included in university policy as a compulsory online training course	57.61% complete – need to get close to 100% by next application. LMcD attending a ‘Train the Trainer’ course in Trinity from 15-17 May 2018 on Unconscious Bias, to bring back to Faculty.
2.1, 2.2, 2.3, 2.4, 2.5, 2.8	Addressing under-representation of women		HoS, DRs, Director of IGFS, HR	2019	New indicator: staff surveys to indicate 100% awareness of promotion criteria	Staff survey completed – collated & analysed prior to next application.

	at senior academic levels				<p>New Target: Increase the proportion of eligible women applying for promotion from 18% to 35% by 2019</p> <p>New Target: 25% of staff confirmed in post early</p> <p>New Target: At least four female professors in post</p>	
2.6	Ensure that each female applicant has sufficient administrative experience for promotion	Analyse data from new faculty-level WAM and university TAS to test for gender-based differences in work allocations	HoS, School Manager	2019	New Target: Females will constitute 50% of management post-holders	No working WAM at Faculty level. 
2.7	Emphasize the likelihood that candidates with all-round contributions to the School can achieve promotion (not just research stars).	Apply holistic model (research/teaching/admin.) for membership to IGFS	HoS, Director of IGFS		New Target: All females will have full membership of IGFS	All academic females have full membership of IGFS 
2.9	Increase visibility of role models for successful women in academia from outside QUB by inviting female speakers		HoS, Director IGFS, AS Champions		<p>New Indicator: Ensure SBS AS guidelines for hosting meetings are applied (e.g. 50% female keynote speakers)</p> <p>To date several planned national and international meetings hosted by SBS will adopt the guidelines for promoting visibility of females produced by SBS SAT (e.g. BBSRC UK Veterinary Vaccine Network Conference at QUB in January 2017, BES Aquatic Group Annual Meetings at Charles Darwin House, London, in July 2016-18) in addition to internal seminars and student-led activities.</p>	Female percentage of keynote speakers very low. 

					New Target: All advisory boards (e.g. ISAB, IGFS Scientific Advisory Board, IGFS Industrial Advisory Board) will have 30-50% female representation	
New Action	Encourage females to gain management training and leadership experience	Management training will be promoted to suitable females during appraisals. For example, QUB offer courses on <i>Excellence in Leadership</i> for managers and in <i>Management and Leadership in a Research Role</i> .	HoS, Director IGFS, AS Champions	2019	New Target: All women SL and above will have completed management training	All females at SL and above & Grade 8 & above encouraged to attend training & leadership courses. To date uptake has been low. 
3.6	Encouraging contract researchers to apply for fellowships				New Target: 100% postdocs apply for independent fellowships/ permanent posts New indicator: Excellent female ECRs will be identified and supported to apply for Fellowships	Limited work achieved on this – data required to ascertain percentage. 
New Action	Increase visibility of females to students	Monitor gender balance on all teaching modules (currently very few have all-female or all-male teaching teams), external examiner appointments and encourage the use of texts produced by females on all curricula (where appropriate)	HoS, Directors of Education, Pathway convenors		New Target: 30% external examiners will be female	External examiners all male – 5 year contract, not likely to change prior to next application. 

Ref.	Objective	Actions	Responsibility	Timeline	Success indicators	As of 09/08/2017
New Theme (B): Promote the Action Plan and its benefits to all SBS staff and students and beyond SBS by providing advice on good practice to other departments and institutes (Beacon)						
B.1	Promote Action Plan to SBS students and staff	AS Champion a permanent member of both Undergraduate and Postgraduate Staff-Student Consultative Committee (SSCC) AS AS updates and regular item on SSCCs agenda	HoS, AS Champions and SAT Committee	2016-2019	New Target: Staff and student surveys will indicate 100% awareness levels of Action Plan and positive staff opinions	Culture survey sent, to be collated included questions on transgender, bullying, harassment.
B.2	Ensure staff and student engagement with Action Plan development	This Action Plan is a working document that responds to changing environments, management structures and challenges Draft, disseminate and promote revised Action Plan		2017-2019	New Target: AS permanent item on both SSCCs agenda and AS champion permanent member of both committees	LMcD e-mail relevant person, no reply received – e-mailed again, awaiting reply – 17.04.18
B.3	Engage with wider community beyond SBS	Poster Project highlighting successful women in biology in conjunction with local school – resulting in posters on	HoS, Deputy HoS, AS Champions and SAT Committee	Launch 2017 Unveiling of posters to coincide with World Women's Day 2017	New Indicator: Permanent gallery of AS charter aims and female biologists showcased in foyer and SBS Office	IWD – posters of 6 females in SBS who were nominated & celebrated by their peers. Included all staff members – posters throughout school.

		permanent display in SBS foyer in addition to AS Charter posters				
B.4	Offer advice and share expertise of achieving Gold Award (we will also benefit from shared experience with other institutes)	<p>AS Champions to join ECU assessment panel</p> <p>Most SAT members to join AS assessment panels</p> <p>AS Champions and HoS to provide advice to other institutions and departments regarding good practice and implementation</p> <p>SAT members to include AS objectives at invited research seminars</p>	<p>SWAN Champions</p> <p>SAT Panel</p> <p>HoS, Deputy HoS, SWAN Champions, SAT Committee</p> <p>SAT Committee</p>	<p>2016</p> <p>2017-2019</p> <p>2016-2019</p> <p>2016-2019</p>	New Target: Consultation provided to five other schools and institutes preparing submissions.	<p>EH – Queens Management School</p> <p>EH – Imperial College</p> <p>MD – Newcastle (potential)</p> <p>EH – Microbiology Society</p> <p>EH - Trinity</p>
B.5	Review staff and student awareness and opinions of gender and equality issues and policies to avoid complacency	Survey all academic staff to assess awareness and satisfaction with efforts to promote equality within the workplace	SAT Committee	2017, 2019	New Target: 100% staff fully aware of all gender equality initiatives and policies at SBS and QUB.	Achieved
B.6	Influence university-wide policies	SBS AS Champions are members of the	SBS AS Co-chairs HoS	2019	New Target: QUB to apply for Institutional Gold AS Award	Institutional award in April 2017 unsuccessful – reapply in April 2019 – Silver renewal

	and advise on promotion and implementation of AS Charter	university AS Committee			New Target: Ensure AS aims are implemented at faculty and university level through FEB	
B.7	Prepare for new AS Charter, evolve to the Equality and Diversity Group and redefine remit	Establish and promote terms of reference for SAT Committee	HoS, SAT Committee	2016-17	Target: Prepare next award application for post-May 2015 AS Charter	Need to include data and information on Professional & Support Staff 