

ATHENA SWAN: CHEMISTRY ACTION PLAN 2009

Objective	Date	Action	Responsibility
Appraisal and Career Development			
Empower post docs through our newly formed 'post – doc' society and our local Early Career Researcher Champion to achieve 100% annual appraisals	Summer 2009 Autumn 2009	Hold School launch event for the University of Edinburgh's Code of Practice for the Management of Research Staff to implement agreed actions from post-doc Away Day. Invite University Researcher Development Director to address the Society.	School
Enhance career development provision for postdoctoral researchers	Autumn 2009 2009	Provide training and support on networking and building business relationships as planned by post-doc society. Participate in the design of the University's planned Career and Personal Development Information System for research staff.	School – HR School
Continue to ensure that appropriate appraisal training is provided to new line managers and Principal Investigators	Ongoing	Liaise with Learning and Development Advisor for delivery of in school training or access to UoE open courses as appropriate.	School - HR
Maximise individual staff participation and utilise results of internal and external surveys	Autumn 2009	HR and Management to encourage all staff to participate in both the appraisal quality check survey and Exit Survey for Research Staff. Act on results of above and recent Careers in Research Online Survey (CROS).	School – Head of School (HoS) and HR

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Introduce appraisals for undergraduate students	Autumn 2009	Roll out annual appraisals for final year undergraduate students by Directors of Studies to increase feedback and career development support. Consider roll out for all undergraduate students.	School – Teaching Organisation (TO)
Objective		Action	
Flexible Working and Work Life Balance			
Ensure the effective use of the School workload model in personal and career development planning	Ongoing	School Line Managers to monitor to ensure appropriate distribution of roles, responsibilities and workload.	School – Management
Give sympathetic consideration to requests for early retirement	Ongoing	Allocate funds within the School budget	School – HR and Finance
Encourage the University to make on-site nursery provision for the Kings Buildings Campus.	2009	Request feasibility study be conducted.	College/University
Objective		Action	
Recruitment & Selection			
Promote Science as a career to girls/young women and to those from non-standard backgrounds.	Ongoing	Provide strong female role models to science roadshows, Access Summer Schools and early year undergraduates.	School

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Ensure the School continues to have a good percentage of female applicants for all jobs advertised.	2009	Indicate Athena Swan award in recruitment material.	School HR
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Organisation and Culture			
Embrace diversity of backgrounds of staff and students, and encourage understanding of the consequences of this diversity	2010	Provide Equality and Diversity awareness training for all staff.	School – HR
Continue to promote the ethos of the Athena Swan Charter	Ongoing	Promote Athena SWAN within School and communications and in dealings with research partners and collaborators.	School
Achieve the Gold Athena Swan award	2013	Undertake fact finding field trip to University of York's Chemistry Department to research how this became the first department in the UK to achieve a Gold Award. Develop action plan for achievement of the award.	School and University
Strengthen School sense of Community	Ongoing	Encourage and support social events for both staff and students. Introduce quarterly School community newsletter.	School