

Objective	Action	Responsibility	Timeline and Planned Impact	Athena form section.
<b>1. School Equality and Diversity Committee</b>				
<p>A. Set up proactive Committee within School Structure and report to Management Board and Staff.</p>	<p>The ASSAC will develop its role to also serve as the School Equality and Diversity Committee. The team will report to the School Management Board and also to the College Equality and Diversity Committee. We will implement the Action Plan through broader engagement with staff, increasing their responsibility for realizing the School Athena ethos. The committee will regularly review progress towards milestones and revise the Action Plan as necessary.</p> <p>A new undergraduate student representative will be elected by the undergraduate student body in a process organised by the student class representatives.</p> <p>The Athena SWAN wiki page will be regularly updated and activities will also be highlighted on the School open webpages. We will further contribute to the University Athena SWAN Network, including informing University strategy.</p>	<p>HoS, Athena SWAN Convenor and committee members.</p> <p>The Athena SWAN wiki page will be updated by central HR. The School pages will be updated by School IT staff.</p>	<p>The Equality and Diversity committee will be formed immediately (spring 2012).</p> <p>Undergraduate representation will be elected by October 2012.</p> <p>Initiatives and progress will be given to School staff meetings as well as to the decision-making committees (on-going).</p> <p>The Athena SWAN wiki and School webpages will be updated continuously (on-going).</p>	<p>2c 4b(i)</p>
<p>B. Investigate 'leakage' of PhD students on progression to postdoctoral level.</p>	<p>We will monitor this closely and will utilise data from School surveys, feedback from the Women in SET networking events and extended exit interviews with all staff to gain further insight. Once we have this data, ASSAC / School Equality and Diversity committee will assess and present these data to the School, and identify and, with the support of the School Management Team, implement policies to further help postdoctoral staff progress in their careers.</p>	<p>HoS, Athena SWAN Convenor and committee members.</p> <p>Policies will be drafted by School HR, the ASSAC and HoS.</p>	<p>School surveys will be issued in the following academic year (May 2013), and every year thereafter.</p> <p>School policies will be drafted once feedback from the WISE day and School surveys are obtained (summer 2013). These policies will be monitored continuously, and perhaps modified once more data is obtained from future surveys (summer 2013 onwards).</p>	<p>4b(ii)</p>

C. Engage with staff to further enhance the Athena Charter principals in the School.	Engagement with staff will take place during formal staff meetings, and by informal discussions.  More formal connections with the Scottish Resource Centre (SRC) for Women in SET will be established, in order to provide greater support for female staff members.	Athena updates at formal staff meetings will be given by the Athena SWAN convenor.  ChemSoc committee will take the lead role in establishing connections with SRC, and for organising SRC led events.	Engagement in staff meetings will take place hence forth.	6b(iv)
D. Investigate female imbalance in undergraduate performance statistics.	The trend for female undergraduate students to slightly outperform male students will be investigated by monitoring degree classification statistics. A more general investigation will be carried out into gender imbalance in Chemistry in Edinburgh and in comparison with other Chemistry Departments. An application for funding to support this investigation has been submitted.	ASSAC	Degree classification statistics will be discussed at ASSAC meetings (on-going). Result from the funding application (imminent).	3b(vi)
<b>2. Appraisal and career development</b>				
A. Ensure female staff are not overburdened with committee membership.	Membership of key committees will be monitored.	ASSAC and Heads of Section.	On-going. Any gender imbalances will be monitored by ASSAC and reported to Management Board.	6b(i)
B. Ascertain exit destination of postdocs.	A destination survey will be performed on all postdocs leaving the department to assess career progression in academia.	ASSAC and School HR.	Survey statistics will be collected for three years (2012-2015), and evaluated each year in order to monitor trends. Once these data are available, discussions will be held with the Management Board.	3b(vii)
C. Increase career development activities for all female students and staff.	Funding has been given to make our WISE day an annual event. Further initiatives will be undertaken once feedback from the WISE event has been processed.	ASSAC, HoS and College.	Feedback from WISE will be collated by winter 2012. The next WISE event is planned for March 2013.	4b(ii)

D. Incorporate outreach activities in the workload model.	Change local School policy within the workload model, and present to School Management Board	School HR and ASSAC.	Winter 2013.	6b(ii), (v)
E. Ensure that appropriate appraisal training is provided to new line managers and Principal Investigators	Liaise with Learning and Development Advisor for delivery of in-school training or access to University open courses as appropriate.	HoS and Heads of Section.	On-going.	5a(i)
F. Target 100% P&DR for all members of staff.	Raise awareness of value of appraisals for postdocs and staff at formal staff meetings. Highlight that no promotion can be achieved if P&DR training is outstanding for postdocs working for individual PI's.	HoS and Heads of Section.	On-going. The School has the highest percentage of appraisals in College, though we wish to lead by example, and will have 100% P&DR's by Winter 2012, and maintain this on a yearly basis.	5a(i)
G. Aim for 100% Equality and Diversity training among staff.	Implement equality and diversity training in induction process. Raise awareness of value of Equality and Diversity training among staff, and make clear that training is compulsory for all staff.	School HR, HoS and Heads of Section.	Equality and diversity training in induction has already been implemented in 2012. Equality and diversity training target of 100% by 2015.	5a(ii)
<b>3. Flexible working and work-life balance</b>				
A. School to address cover and teaching loads prior to and after maternity leave for academic staff.	Academic staff that have recently been on maternity leave (last 5-years) will be consulted in deriving School policies on maternity leave cover for research groups in their absence. Consideration of policies to alleviate administrative and teaching roles prior to, and after returning from maternity leave will be discussed. Results of these discussions will be given to the Management Board, and then carried forward to make and implement a policy.	ASSAC, School HR and Management Board.	Formal discussions and consultation with staff (target summer 2013). Implementation of Policy by winter 2013.	7b(ii)

B. Encourage the University to make on-site Nursery and after-school provision for the Kings Buildings Campus.	Chemistry will lobby for prioritisation of and investment in child-care provision for pre-school and school age children.	Equality and diversity representative for Chemistry, HoS, ASSAC and University Athena Network.	Child-care provision for the Kings Buildings Campus target of 2015.	7b(ii)
C. Ensure flexible working initiatives are included within the P&DR.	School policy to be implemented to include flexible working explicitly to in-house P&DR's.	School HR, HoS, ASSAC and Principal Investigators (PI's).	School policy to be lobbied by summer 2013, and implemented by winter 2013.	5a(i) 6b(iii)
D. Monitor uptake of paternity, adoption and parental leave.	Monitoring of paternity, adoption and parental leave will be undertaken by School HR to observe any trends in uptake.	ASSAC	Uptake of paternity, adoption and parental leave will be re-assessed in April 2015.	7a(ii)
<b>4. Recruitment and selection</b>				
A. Increase the percentage of female staff and students	<p>We currently have policies which enable successful promotion and progression of our female academic staff, and career training of our undergraduate and postgraduate students and postdoctoral staff. Our overall aim is to progress forward by exploring innovative, progressive actions to help increase the percentage of female staff and students in the School, and include;</p> <ul style="list-style-type: none"> <li>• Raising the profile of <i>career development</i> within the department, showcasing a wide range of career paths and demonstrating that women can have successful academic careers whilst maintaining a healthy work-life balance. This will be conducted in conjunction with actions 1A&amp;D above.</li> <li>• Continually monitor percentage of female staff at all academic levels.</li> <li>• Consider and reflect on data at departmental level and within ASSAC.</li> </ul>	ASSAC	<p>Monitoring of female staff and student numbers will be assessed every 6 and 12 months respectively.</p> <p>All other actions are on-going.</p>	3b(vii)

<p>B. Increasing female applications for academic posts.</p>	<p>All jobs (academic, research, technical and administrative) are advertised using the Athena Silver logo. We will continue to use this as a means to advertise that the School operates a set of family-friendly policies and flexible working hours to encourage female applicants.</p> <p>The department will significantly improve the provision for female staff. This includes the provision of a designated 'quiet room' within the building, where members of staff who return to work after maternity leave, but are still breast feeding can express milk in comfort. The room is fitted with a refrigerator, sink and armchairs. The department is also working towards provision of an on-site nursery and will lobby for provision of after-school child-care (action 3B above).</p>	<p>School HR, HoS and ASSAC.</p>	<p>Monitoring of female staff applications will be assessed every 6 months.</p>	<p>3b(vii) 7b(ii) 10</p>
<p>C. Maintain a 50:50 ratio of female:male undergraduate students.</p>	<p>Undergraduate student numbers are already almost at 50:50. These will be monitored by the ASSAC.</p>	<p>ASSAC</p>	<p>Monitoring of undergraduate student number will be reviewed annually.</p>	<p>3b(ii)</p>
<p>D. Investigate 'leakage' of female students on progression from undergraduate to postgraduate, and from postgraduate to postdoctoral staff.</p>	<p>Destination surveys will be undertaken on undergraduate and postgraduate students. The survey will include questions to probe reasons for their chosen career path.</p>	<p>ASSAC, HoS, Management Board and School HR.</p>	<p>Surveys will be issued at the end of the academic year (summer 2012). Action will be taken post-analysis to increase transition from undergraduate to PhD and on to postdoc.</p>	<p>3b(iv), (v)</p>
<p>E. Ensure staff use the 'talent register' when advertising for vacancies.</p>	<p>School HR will inform any member of staff advertising a postdoctoral, research or administrative post that they must consult the University 'talent register'.</p>	<p>School HR</p>	<p>Immediate effect.</p>	<p>6a(ii)</p>

<b>5. Organisation and culture</b>				
A. Strengthen School sense of Community.	The School quarterly newsletter will continue to be circulated to advertise school achievements. School inclusive events will also be promoted, including the annual staff barbeque, and 5-a-side football events.	School HR and IT services	On-going.	6b(iv)
B. Endorse KingsLinks initiatives to encourage greater mixing between Schools and Colleges to encourage collaboration and networking.	KingLinks initiative will be advertised more aggressively in the School, including email, posters and by including information in the School quarterly newsletter.	School HR.	Implemented spring 2012.	6b(iv)
C. Undertake an 'organisation and culture' survey to ascertain opinions from female students and staff on sense of community within the School.	A survey will be distributed to all members of staff and students in order to ascertain the sense of community within the school. Contacts at the Scottish Resource Centre (SRC) for Women in SET will be used to help construct the survey.	Central and School HR, ASSAC, the HoS and	The survey will be in place by summer 2013. Data will be collected over the course of a year, and data analysed in summer 2014.	6b(iv)

1. HoS = Head of School.
2. ASSAC = Athena SWAN self-assessment committee.
3. HR = Human Resources
4. P&DR = Performance and Developmental Review