

School of Chemistry Athena Swan Self Assessment Team and Working Group (SATWG)

Minutes of Meeting 18

Meeting 18 was held on 24 October 2012, Wednesday from 11 am – 1 pm in Prof John Helliwell's office (Room 6.19, Chemistry Building).

Present:

Prof John R Helliwell (Chair)

Dr Cinzia Casiraghi,

Ms Nicky Snook.

Dr Anna Valota

Prof Christopher Whitehead (Head of School)

Note: actions are in bold and highlighted in yellow.

Completed actions are in green.

1. Apologies for absence were received from

Mr Philip Ashcroft,

Dr David Berrisford,

Dr Claire Evers,

Dr Sarah Heath,

Mrs Christine Taylor,

2. The Minutes of the last meeting held Monday September 17th 2012 had been circulated and no corrections had been received. These were now approved.

3. Matters arising from last meeting and outstanding still from previous meetings; the Chairman proposed that with the large number of actions identified thus far that those present would lead with a report on the actions that they had completed. [These are highlighted in green; previously completed actions are not listed obviously.]

Specific points made were:-

CC arranged a progress meeting with JCW and a WiSET Workshop was now planned.

AV reported on a survey of PostDocs on what social functions they would like to happen. A well attended (30 to 40) PostDocs pub event had resulted thus far.

8.2(viii) re " Equality and Diversity (E&D) Training web-accessible Module to be advertised to all School staff. Action: JRH to discuss with HOS the suitable text and timing (early January 2012?) for a reminder to be sent out. Imminent. [JRH checked with Nicky Snook and upto Dec 15th 2011 34% of the School's academics have completed this.] This needs to be discussed (I forgot to raise it; my apologies.)

10.7.1 AOB

7.1 The OPR data previously discussed still needed an invite to Paul Marks-Jones to make a presentation to the SATWG. This was tentatively assigned to the early February 2012 meeting. **Action JRH and SF to contact Paul Marks-Jones. Postponed until new 90 point AS Action Plan assessments were completed by the SATWG. Still on hold.**

11.4 the new AS 90 points self assessment tool:-

At Question 3: Individuals, participate in/benefit from activities in women and science/diversity programmes/activities - academics and postdocs, across sections are aware of, take part in, and benefit from the programmes/activities. Action needed to correct this asap wherever possible (DB). Yet to be completed.

At Question 16: Student surveys, and/or focus/discussion groups are used to assess good practice, to develop women and science action programme, and to assess progress. Action: propose adding gender tick box to student courses' questionnaire. Agreed Action: JRH to contact Karen Charters. Discussion underway with Karen and will be raised by JRH with the Management Team at its Nov 5th 2012 Meeting. The workload on general office may make this interesting idea too difficult to implement.

Q39: Monitor participation: where a section has low training participation rates (academic and/or post doc), this is 'explored' with the head of section:- Action Head of School needed to explain if checks are made of this? The HOS led the discussion. It was agreed that this would be raised by him at the next Management Team meeting.

Q49; Heads of Sections need to confirm that they:- " encourage ECRs to contribute to external professional and special interest networks (regional, national and international), and to join/form internal support networks (university/faculty/department) ". The HOS led the discussion. It was agreed that this was important in an ECR career development and it would be raised by him at the next Management Team meeting.

Q 53 External activities encouraged for ECRs: Senior staff encourage ECRs to get involved in professional and learned societies and support them/put them forward. It was agreed by all present that the School could do more here. For example news stories could be highlighted in the School's Research Newsletter and the Management Team would discuss it. Action: NS and HOS.

Q54 Department nominations and recommendations: HOD/management team monitors by gender the nominations/recommendations it/sections make from its staff for professional roles, functions, prizes, awards, marks of esteem. The School's Committee memberships are now tracked by gender but the items listed in this question are not. **Action Darien Rozentals to log the gender statistics on this and report to the Management Team and the Athena SWAN SATWG. NS has discussed this with Darien. The research awards data aspects have now been provided by Darien and are most helpful and detailed. Ie:-**

From: Darien Rozentals
Sent: 24 October 2012 13:53
To: John Helliwell
Cc: Nicky Snook
Subject: FW: athena swan info

Dear John,

I prepared the following gender statistics on 4 October 2012 regarding our current live projects:

Male: 44 academics with live grants, valued at £30,367,488.33 (140 projects)

Female: 5 academics with live grants, valued at £3,804,523.90 (11 projects)

(Females hold 11% of the value of funding, and 7% of the total number of projects).

In terms of Fellowships, we have three fellowships (Mike Ingleson, Mike Greaney and Louise Natrajan).

In terms of Applications for 2011-12 we have the following statistics:

Male: 44 academics, 179 projects, value £21,119,650

Female: 5 academics, 32 projects, value £8,842,423 (statistically women are applying for 30% of the total value of projects, but make up only 10% of the staff – making them potentially a more valuable cohort if awarded!)

In terms of fellowship applications, we have had 16 applications last academic year, four from women, making 25% of our fellowship applications from women.

Since this date, Louise Natrajan has been awarded a Leverhulme University Research Fellowship.

Best wishes,
Darien

Dr Darien Jane Rozentals

Research Support Manager

School of Chemistry

Q61 Monitoring the balance of teaching and research: HOD/management team monitor the balance of teaching and research to ensure that it reflects both individuals' career stage and department needs, that it provides fair teaching opportunities for post docs and a fair teaching load for newly appointed academics. **A yearly register of workloads is kept by NS. The School's NAP includes a close monitor of bringing forward each New Academic at an appropriate pace backed up by a confidential mentoring scheme, ie separate from line management. Centrally there is also the University's Time Allocation Survey. One new idea suggested is that PDRAs could sit in on selected tutorials. HOS discussed this with Heads of Teaching Sections. It was decided that Heads of Teaching Sections will suggest to Unit leaders to offer selected tutorials to PDRAs, provided their PI agrees. Situation to be reviewed in September.**

Q69 Sense of belonging: the department checks that all staff feel they 'belong' from their first day, and are included in the work and social activities of department and their section; Answer:- There is a staff induction for joiners to the Department. The Department has an annual 'Away Day', which includes socialising. The Department also has a Xmas party, held in working hours. The Cafe on the ground floor of the Chemistry main building is a place for social interaction and 'belonging'. There

is a challenge of chemistry staff being also based in the Photon Science Institute and the MIB, ie separate buildings. Also there is no Post grads or Post Docs 'Society' that each might organise or offer social outings. **Action Anna Valota to survey PostDocs if they would like social outings to be organised. Done.**

Q72 External professional contributions: the department ensures that it is aware of individuals external professional contributions, their value to their section/the department, the time these take, and confirms this. External esteem indicators are used to count to promotion cases. Information provided gets added onto the staff workload model details and can get into the School's Research newsletter. **An annual issue tabulation to each member of staff would aid as a useful reminder to staff to update these records. Action NS.**

Q74 Awareness of individual needs: department expects/checks that sections are 'aware' of the individual needs for flexibility of its academics and postdocs and demonstrate a willingness to try to meet those needs. The School does this for Academics but coverage for Postdocs is less good. **Action: improve coverage of PDRs for Postdocs. HOS & CT.**

Keeping an active log of the gender balance of Fellowship applications would be made so as to actively monitor the career transition PostDoc to Advanced Fellowship (eg 5 years terms) and/or Lectureships. Action JCW with Darien Rosenthal.

Led by the Head of School it was emphasised the need to expand our activities in WISSET. CC volunteered to lead this. **Action CC. Post meeting note from CT: Louise Natrajan has been doing this. A meeting would be set up involving HOS, CC and LN as well as JRH. Underway.**

The new staff survey; the wording of questions featuring academic workloads would be reviewed. **Action JRH and CT with JCW to endorse. Completed; analysis is now in progress. An analysis would be presented both by JCW (non Athena SWAN aspects) and JRH (Athena SWAN aspects) at the next School Board.**

It was noted that the School of Chemistry's web refresh project could include podcasts from younger members of staff and students. **Action NS.**

Q75

<p>Long hours culture discouraged: department discourages manifestations of a long hours culture/presenteeism and expects sections to be proactive in their management of working time/arrangements</p>	<p>Partly true as more attention is now given to the holding of meetings and seminars/colloquia to be in core hours. This is not always realised however. Action: the School Management Team should review this more systematically.</p>	<p>C</p>
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Q78

<p>Monitor take up: section heads are expected to 'monitor'/be aware of the take up of flexibility by group academics and post docs and the department checks to ensure this does happen and picks up on groups with apparently low take up</p>	<p>There is no monitoring to the knowledge of the SATWG. Is the staff survey a sufficient monitor? Action: School Management Team needs to explain if checks are made of this.</p>	<p>Not known yet.</p>
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Q79

<p>Timing of meetings/events: department timetables meetings and events (academic and social) to ensure as many as possible can attend, it publishes dates of important events well in advances and checks its arrangements to enfranchise staff (including those working less than full time) to work as intended.</p>	<p>Partly true as more attention is now given to the holding of meetings and seminars/colloquia to be in core hours. This is not always realised however. It is in our Action Plan to improve on this. Action : DB.</p>	<p>B</p>
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Q81

<p>Sections' arrangements: department expects/checks that sections arrange meetings/events to meet working patterns/flexibility needs of their staff, so as to maximise attendance/allow majority of staff to participate</p>	<p>Partly true but several instances were mentioned by SATWG members of Section and School Board Meetings straying significantly beyond core hours. Action: the School Management Team should discuss this and thereby seek to improve.</p>	<p>C</p>
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Q83

<p>Practical advice and information: department has well publicised/easily accessible arrangements for providing advice/information, which can be used by all, potential users/partners/family members/line managers/group heads, and department checks user friendliness of what is provided</p>	<p>EPS HR's view is that there is a formal process and well publicised on the staff intranet. One SATWG member pointed out that applicants for posts would like to know of UniMan's policies on this but without specifically asking. Thus the SATWG recommended that it be made available on the internet as well as the staff intranet. Action: PA to discuss with SF.</p>	<p>B</p>
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4. Summary of the Athena SWAN relevant aspects of the Staff Questionnaire (JRH and JCW)

JRH noted that approximately 2/3rds of the academic staff had submitted completed questionnaires. The Athena SWAN relevant aspects seemed to focus on social functions. Some comments were of the type 'most unsocial Department they had ever worked in'. JRH, JCW and NS thought that, whilst this may be true, existing positives had not been articulated such as:- The Xmas gathering included past staff and friends of the School; the Xmas tree as a social friendly symbol; the Manchester Young Chemists' outings; the mixed student hockey team; the School buys the football shirts of the students soccer team. Nevertheless, so as to respond constructively and positively to these comments new ideas were discussed and focussed on:- **more PostDocs events (underway led by AV); restart the family flash bang show event and which could now have added Prof David Leigh's magic show.** Action JRH to initiate with eg David Collison and David Leigh. Other ideas discussed included a staff with families barbecue; a summer sports day.

5. Continued planning of the next Silver Award submission; timeline upto November 2012 deadline.

Some inconsistencies for data were raised by CE with PA in Meeting 17 for the categories of staff such as New Academics who had made the transition to confirmed academic appointment. **Action PA to investigate and report to CE. Post meeting note (Oct 25th 2012; now being resolved).**

We agreed that we need the revised Athena SWAN Silver submission text ready for our general agreement at our next meeting.

The timeline has to be scrupulously kept and needs to be as follows:-

1. Deadline for your revised sections, as previously allocated to you, to be emailed to me by Wednesday November 7th 2012 ie 2 weeks today. These will then be assembled into a final version. I have to rest heavily on Claire and Phillip to help on this step due to the narrative needing to follow the data updates. The Action Plan is as important but here we have revised this steadily anyway.
2. Date of our meeting to discuss our submission is November 19th 2012 10am to noon, room 6.19 School of Chemistry ie my office.
3. Submission deadline to Athena SWAN is November 30th 2012.

In case useful the Athena SWAn faqs weblink is:- <http://www.athenaswan.org.uk/content/faqs>

6. The new Athena Swan '90 points' Action Plan continued.

Good news: we completed the 90 questions AND reviewed those where we previously scored Es or Ds and, happily through our conscientious effort, actions have been taken to bring these to a better state of play.

JRH post meeting note: I have checked every question in the 90 where we postponed our view until the Staff Survey results were known. I have highlighted my suggested update entries and scores in that document; green is again good news and red is for actions still needed. Yellow is neutral and just to guide you into which questions are relevant to the Staff Survey results.

7. AOB

There was no AOB.

8. DONM

Date of our next meeting which will be to discuss our submission is November 19th 2012 10am to noon, room 6.19 School of Chemistry ie JRH office.