



Athena SWAN Bronze award renewal template

Name of institution:

Year:

Contact for application:

Email:

Telephone:

Date of previous award:

SET departments, starting with those who hold current Silver or Gold SWAN awards:

Renewal applications for an Athena SWAN Bronze award must demonstrate not only that an institution as a whole has a solid foundation of policies and practices to eliminate gender bias and an inclusive culture that values female staff, but that clear progress has been made since the previous application.

At the end of each section state the number of words you have used.

Click [here](#) for additional guidance on completing the template.

Letter of endorsement from a Vice-Chancellor

An accompanying letter of endorsement from your Vice-Chancellor (or equivalent) should explain how SWAN plans and activities over the previous three years have contributed to the overall university strategy (maximum 500 words). The letter provides the opportunity for the Vice-Chancellor to confirm their support for the application and to endorse and commend any activities which have made a significant contribution to the achievement of the university mission in relation to science, engineering and technology (SET).

1. Description of the institution

Please set the context for the renewal application by providing a pen-picture of the institution and highlighting any significant and relevant changes or developments since the previous application (maximum 300 words).

2. Baseline gender data

Provide data and short analysis for **at least the past three years** (including appropriately labelled graphical illustrations where possible) on the data sets listed below. If you are unable to provide data in some areas, please explain why not and what you propose to do about it.

Tables and graphical illustrations should be included in a spreadsheet as an appendix with the data clearly labelled. Please put the data into a PDF format document.

- (i) **Female:male ratio of academic staff at each grade** – researcher, lecturer, senior lecturer, reader, professor (or equivalent) – across the whole institution and in SET departments.
- (ii) **Female:male ratio of Heads of School/Faculty/Department** across the whole institution and in SET departments.
- (iii) **Female:male ratio of academic staff job application and success rates** – across the whole institution and in SET departments.
- (iv) **Female:male ratio of academic staff promotion rates** across the institution and in SET departments.
- (v) **Gender balance on the senior management team** at university level.
- (vi) **Gender balance on influential committees** at university level.
- (vii) **Female:male ratio of academic staff on fixed-term contracts vs. open-ended contracts** – across the whole institution and in SET departments.
- (viii) **Female:male academic staff retention rates** by grade and maternity return rates – across the whole institution and in SET departments.
- (ix) Evidence from **equal pay audits/reviews**.
- (x) **Female:male ratio of staff in the Research Assessment Exercise (RAE) 2008** – across the whole institution and in SET departments.
- (xi) Other relevant data, e.g. results from staff surveys.

3. Report back on previous action plan

Please attach the action plan from your last Bronze award application and describe progress made, explaining what has worked well and what has not been so successful, making reference to the data from section 2 (maximum 1500 words).

4. Action plan

Provide a new action plan as an appendix. This should be a table or a spreadsheet comprising plans to address the priorities identified by the data, the person responsible for each action and a timeline for completion. It should cover current initiatives and your aspirations for the next three years.

5. Promoting the Athena SWAN Charter

Describe how you have built on your previous success in Athena SWAN, engaging staff and sharing good practice more widely, and outline your plans for further SWAN awards (maximum 500 words).

6. Further SET- specific initiatives

Describe any other SET-specific initiatives of special interest that have not been covered in the previous sections, including past initiatives that did not work and lessons learned (maximum 250 words).

7. The self-assessment process

Describe the Self Assessment Team members and the action planning process, including any consultation processes that were undertaken with staff (maximum 750 words).