

Athena SWAN Silver/Gold departmental renewal template



Name of institution:

Year:

Department:

Level of award being renewed:

Contact for application:

Email:

Telephone:

Date of previous award:

Date of university Bronze award:

Departmental website address:



Renewal applications at Silver and Gold level should demonstrate what the department is doing in addition to university-wide policies to promote gender equality and sustain progress since the previous award, including on the challenges particular to the discipline. Applications should focus on what has improved since the previous Silver or Gold award 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 the Head of Department

An accompanying letter of endorsement from the Head of Department should explain how SWAN plans and activities contribute to the overall university strategy.

The letter provides the opportunity for the Head of Department 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 and departmental mission.

The letter should not exceed 500 words.

Athena SWAN Silver and Gold renewal form v2
www.athenaswan.org.uk

1. A picture of the department

Provide a pen-picture of the department to set the context for the application, outlining in particular any significant and relevant changes since the previous application (maximum 300 words).

2. Data

Provide data on the following areas and comment on their significance and how they have affected action planning. Data should be provided **over a five year period** to enable comparisons to be made and trends over time to be identified. Short analyses should be made of any noteworthy points.

We recommend that you use graphical illustrations to highlight the trends emerging from the data, in addition to providing the statistics and commentary. Make sure the data is clearly labelled and is presented as a PDF document.

Student data

- (i) **Numbers of males and females on access or foundation courses**
- (ii) **Undergraduate male and female numbers**
- (iii) **Postgraduate male and female numbers completing taught courses**
- (iv) **Postgraduate male and female numbers on research degrees**
- (v) **Ratio of course applications to offers and acceptances by gender for (ii), (iii) and (iv) above**
- (vi) **Degree classification by gender**
- (vii) **Length of time for postgraduate completion by gender**

Staff data

- (viii) **Number of male and female staff (academic and research) at each grade**
- (ix) **Job application and success rates by gender and grade**
- (x) **Turnover by grade and gender**

- (xi) **Maternity return rate**
- (xii) **Paternity, adoption and parental leave uptake**
- (xiii) **Promotion application and success rates by gender and grade**
- (xiv) **Male and female representation on committees**
- (xv) **Numbers of applications and success rates for flexible working by gender and grade**
- (xvi) **Female:male ratio of academic staff on fixed-term contracts and open-ended (permanent) contracts**

3. Report back on previous action plan

Please attach the action plan from your last Silver or Gold 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 750 words)?

6. Case study: impacting on individuals

Describe how your department's SWAN activities have benefitted an individual woman working in the department (maximum 200 words).

7. 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).

8. 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).