



Athena SWAN Silver Departmental award application template

Name of institution:

Year:

Department:

Contact for application:

Email:

Telephone:

Departmental website address:

Date of university Bronze SWAN award:

Applications at Silver level should demonstrate what the department is doing in addition to university-wide policies to promote gender equality and to address challenges particular to the discipline.

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

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

We recognise that not all institutions use the term 'department', and that there are many equivalent academic groupings with different names. If in doubt, contact Athena SWAN staff in advance to check whether your department, or equivalent, is eligible to apply.

It is preferable that the contact person for the application is based in the department.

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 is an 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.

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 features (maximum 300 words).

2. Gender 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 three-year period to enable comparisons to be made and trends over time identified. The purpose of asking for this data is to identify what you are doing to create a pipeline for future appointments in your discipline, how you are attracting new staff and what you are doing to retain staff and promote them. The data also enables us to get a snapshot of the department. If you are unable to provide any of the data please comment on the reasons for this.

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

There is a maximum of 200 words for the commentary on each section (i–xvi).

Student data

- (i) **Numbers of males and females on access or foundation courses** – comment on the data and describe any initiatives taken to attract non-traditional groups of women to the courses.
- (ii) **Undergraduate male and female numbers** – full and part-time – comment on the female:male ratio compared with the national picture in your discipline. Describe any initiatives taken to address any imbalance or negative trends and the impact to date. Comment upon any plans for the future.
- (iii) **Postgraduate male and female numbers completing taught courses** – full and part-time – comment on the female:male ratio compared with the national picture in your discipline. Describe any initiatives taken to address any imbalance and the effect to date. Comment upon any plans for the future.
- (iv) **Postgraduate male and female numbers on research degrees** – full and part-time – comment on the female:male ratio compared with the national picture in your discipline. Describe any initiatives taken to address any imbalance and the effect to date. Comment upon any plans for the future.

- (v) **Ratio of course applications to offers and acceptances by gender for (ii), (iii) and (iv) above** – comment on the differences between male and female admissions and describe any initiatives taken to address any imbalance and the effect to date. Comment upon any plans for the future.
- (vi) **Degree classification by gender** – comment on any differences in degree attainment between males and females and say what action you are taking to address any imbalance.
- (vii) **Length of time for postgraduate completion by gender** – comment on any differences in completion times between males and females and say what action you are taking to address any imbalance.

Staff data

- (viii) **Number of male and female staff (academic and research) at each grade** – comment on any differences in numbers between males and females and say what action you are taking to address any underrepresentation at particular grades/levels.
- (ix) **Job application and success rates by gender and grade** – comment on any differences in recruitment between men and women at any level and say what action you are taking to address this.
- (x) **Turnover by grade and gender** – comment on any differences between men and women in turnover and say how you plan to address this. Where the number of women in the department is small you may wish to comment on specific examples. Explain if turnover affects recruitment and promotion rates.
- (xi) **Maternity return rate** – comment on whether your maternity return rate has improved or deteriorated and say how you plan to improve further. If you are unable to provide a maternity return rate, please explain why.
- (xii) **Paternity, adoption and parental leave uptake** – comment on the uptake of paternity leave by grade and parental and adoption leave by gender and grade and whether this has improved or deteriorated and say how you plan to improve further.

- (xiii) **Promotion application and success rates by gender and grade** – comment on whether these have improved and say what further action may be taken. Where the number of women is small you may comment on specific examples of where women have been through the promotion process. Explain how potential candidates are identified.
- (xiv) **Male and female representation on committees** – provide a breakdown by committee and explain any differences between male and female representation. Explain how potential members are identified.
- (xv) **Numbers of applications and success rates for flexible working by gender and grade** – comment on any disparities. Where the number of women in the department is small you may wish to comment on specific examples.
- (xvi) **Female:male ratio of academic staff on fixed-term contracts and open-ended (permanent) contracts** – comment on any differences between male and female staff representation on fixed-term contracts and say what you are doing to address them.

3. Initiatives to advance and support women in the department

Provide commentary on the thematic areas below, explaining what the key issues are in your department, based on the data above, what steps have been taken to address any imbalances, what success/impact has been achieved so far and what additional steps may be needed (maximum 300 words each for sections i–xii).

- (i) **Promotion and career development** – comment on the appraisal and career development process and the evidence of gender balance in the process of identifying people for promotion.
- (ii) **Support for staff at key career transition points** – comment on any initiatives, drawing out different approaches at different levels.
- (iii) **Flexible working** – comment on the numbers of staff working flexibly and at what grade and gender, whether there is a formal or informal system, the support and training provided for managers in promoting and managing flexible working arrangements and how you raise awareness of the options available.

- (iv) **Culture** – comment on how you demonstrate that the department is female-friendly and inclusive.
- (v) **Recruitment of staff** – comment on how your recruitment processes ensure that female candidates are attracted to vacancies and how you ensure that recruitment processes comply with the university’s equal opportunities policies.
- (vi) **Representation on decision-making committees** – comment on evidence of gender balance in the mechanism for selecting representatives.
- (vii) **Workload model** – comment on evidence of transparency and fairness.
- (viii) **Cover for maternity and adoption leave and support on return** – comment on the mechanisms for covering workload absence and specific support on return.
- (ix) **Timing of departmental meetings and social gatherings** – evidence of consideration for those with family responsibilities.
- (x) **Outreach activities** – comment on the level of participation by female and male staff and whether they get recognition for being involved and the time and work put in.
- (xi) **Induction and training** – comment on the support provided to new staff at all levels, noting what new arrangements you may be planning, as well as details of gender training.
- (xii) **Support for female students** – comment on the support provided for female students to enable them to make the transition to a sustainable academic career, particularly from postgraduate to researcher.

4. Case study: impacting on individuals

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

5. Further SET-specific initiatives

Comment on any particularly innovative programmes not covered above which have been undertaken, noting their effectiveness to date and any plans to introduce new initiatives and/or review present practice (maximum 200 words).

6. The self-assessment process

Describe the Self-Assessment Team members and the action planning process, as well as any consultation processes that were undertaken (maximum 750 words).

7. Action plan

Please attach your action plan for the next three years which summarises actions identified from the data and commentary above, naming the person responsible and time scale.

8. Any other comments

Please comment here on any other elements which you think relevant to the application, e.g. recent mergers between departments (maximum 250 words).