



## Athena SWAN Silver university award template

**Name of institution:**

**Year:**

**Contact for application:**

**Email:**

**Telephone:**

**Date of university Bronze award:**

**Total number of SET departments:**

**List of SET departments with valid silver or gold awards:**

Applications at Silver level should demonstrate a significant record of activity and achievement by the university in promoting gender equality and in addressing challenges in different disciplines. Applications should focus on what has improved since the Bronze award application and how the university centrally has built on the achievements of award-winning departments.

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

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

### **Letter of endorsement from a Vice-Chancellor**

An accompanying letter of endorsement from your Vice-Chancellor (or equivalent) should explain how SWAN activities have contributed to the overall university strategy and how the university as a whole has benefitted from the activities of the award-winning departments.

The letter is an 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.

The letter should not exceed 750 words.

## **1. A picture of the university**

Provide a pen-picture of the university to set the context for the application, outlining in particular any significant and relevant features. Identify those departments which have not yet achieved Athena SWAN awards (maximum 300 words).

## **2. Gender data**

Provide data on the following areas. Data should be provided **over a three year period** to enable comparisons to be made and trends over time to be identified. Short analyses should be made of any noteworthy points. Data should be provided for SET departments in comparison with the university as a whole, and should include separate data for any SET departments which do not hold individual SWAN awards.

We recommend that you use graphical illustrations to highlight the trends emerging from the data, in addition to providing the statistics and accompanying commentary. The data must be clearly labelled and should be presented as 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**
- (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. Embedding Athena SWAN**

Explain how Athena SWAN is embedded in all SET departments, not just those with awards. How do you coordinate and monitor progress? What steps are taken to encourage all departments, including those less advanced? How do you share good practice among SET departments and across the university? Are you engaged in any external benchmarking or good practice sharing? What publicity have you sought and obtained for Athena SWAN and the award holders? How are do you promote your SWAN achievements (maximum 1000 words)?

## **4. Action plan**

Provide a three year 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 and should demonstrate how Athena SWAN Charter principles will be sustained and implemented in all the university's SET departments. It may include elements from individual departmental action plans, but should also cover cross-SET initiatives.

## **5. Further SET-specific activities**

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).

## **6. 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).

## **7. Any other comments**

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