### Engineering Department: AthenaSWAN Action Plan 2015-16

<table>
<thead>
<tr>
<th>Action</th>
<th>Description of issue</th>
<th>Action already taken</th>
<th>Further action planned</th>
<th>Responsible person</th>
<th>Timescale</th>
<th>Success measure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Self-assessment process</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Representative and effective SAT</td>
<td>Formed and meeting regularly</td>
<td>Monitor constitution, monitor progress against the action plan. Regular reports to University Athena Committee.</td>
<td>Chair</td>
<td>Ongoing</td>
<td>Quorate termly meetings; minutes posted on share drive; outcomes reported.</td>
</tr>
<tr>
<td><strong>2 Baseline data and supporting evidence</strong></td>
<td>These actions enable us to collect and review our gender data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2.1 | Monitor UG student data by gender  
(i) Admissions  
(ii) Outcomes | Data collection and analysis | Annual report to ATR meeting and Staff student committee | (i) UG admissions team; (ii) and exams officer | Annual assessment | Robust data |
| 2.2 | Monitor PG (T and R) student data by gender  
(i) Admissions  
(ii) Outcomes | Data collection and analysis | Annual report to PG-ATR meeting, research committee and staff student committee | (i) PG admissions team; (ii) and PG exams officer | Annual assessment | Robust data |
| 2.3 | Monitor staff appointments by gender | Data collection and analysis | Annual report to Mgmt Group and Staff meeting | Departmental administrator | Annual assessment | Robust data |
| 2.4 | Monitor staff promotion success rates by gender | Data collection and analysis | Annual report to Mgmt Group and Staff meeting | Departmental Administrator | Annual assessment | Robust data |
| 2.5 | Monitor staff destinations | Recognise need for an exit interview | Review formal exit interview and questionnaire. Improve if necessary. Collect and collate data | HOD Departmental Administrator | Annual assessment | Robust data |
| 2.6 | Monitor gender balance of committee memberships and interview panels | Data collection and analysis | Annual report to Mgmt Group and Staff meeting | Departmental Administrator | Annual assessment | Robust data |
| 2.7 | Monitor staff and PGR | Data collection | Annual report to Mgmt Group and staff meeting | Admissions/ | Annual | Robust data |
### 2.8 Monitor academic staff work load via WLM

<table>
<thead>
<tr>
<th>involvement in outreach and analysis</th>
<th>outreach team</th>
<th>assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLM</td>
<td>Dept. administrator</td>
<td>Annual assessment</td>
</tr>
<tr>
<td>Annual report to Mgmt Group and staff Meeting</td>
<td>WLM &amp; tariff published Oct each year</td>
<td></td>
</tr>
</tbody>
</table>

2.9 Monitor staff training in areas of:
- Equality & Diversity
- Recruitment
- PDR reviewing

<table>
<thead>
<tr>
<th>Maintain and monitor department records of staff training</th>
<th>Dept. Administrator</th>
<th>Annual assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLM &amp; tariff published Oct each year</td>
<td>100% completion of courses within 3 months of contract</td>
<td></td>
</tr>
</tbody>
</table>

### 3 Recruitment

These actions are aimed at increasing the numbers of female students and staff recruited to Engineering

<table>
<thead>
<tr>
<th>3.1 Our female UG student numbers have been consistently below sector norms; lower female accept/offer ratio.</th>
<th>Data analysis and sector comparisons</th>
<th>(i) Refresh web and marketing materials to promote positive, interdisciplinary image of Engineering at Lancaster, using case studies from UG and research projects; promote positive investment/environment/culture.</th>
<th>Admissions team</th>
<th>Annual assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(ii) Promote UG support mechanisms (female tutor option; peer to peer mentor scheme)</td>
<td></td>
<td>Admissions team</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Identify funding to make the Schools’ Liaison Officer a permanent role</td>
<td></td>
<td>HOD</td>
</tr>
</tbody>
</table>

3.2 Our female PGT/R student numbers have been consistently below sector norms; lower female accept/offer ratio.

<table>
<thead>
<tr>
<th>Data analysis and sector comparisons</th>
<th>(i) Refresh web and marketing materials to promote research strengths and research environment at Lancaster, using case studies from industrially facing research projects and REF outcomes; promote positive investment/environment/culture.</th>
<th>PG Admissions team</th>
<th>Annual assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii) Develop and promote PGR support mechanisms (mentoring)</td>
<td></td>
<td>Research C</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>(iii) Strategic review of PGT programmes</td>
<td></td>
<td>PG TC</td>
<td>Autumn 2015</td>
</tr>
</tbody>
</table>

3.3 Our female staff numbers have been consistently below sector norms; In recruiting staff, very

<table>
<thead>
<tr>
<th>Data analysis and sector comparisons</th>
<th>(i) Increase the numbers of applicants by including positive impact statements in all post adverts.</th>
<th>Post-holder</th>
<th>Annual assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii) Increase the numbers of applicants by refreshing our web and marketing materials to promote our research strengths and our research environment and</td>
<td></td>
<td>Marketing C</td>
<td>Increase to benchmark levels of female staff numbers within the recruitment cycle:</td>
</tr>
</tbody>
</table>
# Engineering Department: AthenaSWAN Action Plan 2015-16

<table>
<thead>
<tr>
<th>Applications</th>
<th>Shortlisted</th>
<th>Appointed</th>
</tr>
</thead>
</table>

## 4 Career development
These actions are aimed at improving career development opportunities for female students and staff in Engineering

### 4.1 We want to ensure that staff and PGR benefit from effective mentoring

<table>
<thead>
<tr>
<th>Staff survey indicates variable experiences</th>
<th>(i) Review of current mentoring procedures</th>
<th>(ii) Identify training needs for mentors</th>
<th>(iii) Develop and document dept. mentoring guidelines for inclusion in the department handbook</th>
<th>For Staff: HOD For PGR: Research C</th>
<th>Annual assessment</th>
<th>Annual survey indicates satisfaction with the system</th>
</tr>
</thead>
</table>

### 4.2 We want to support staff to develop successful cases for promotion

<table>
<thead>
<tr>
<th>PDR reviewer training; ensure PDR works equitably</th>
<th>(i) PDR reviewer training; ensure PDR works equitably</th>
<th>(ii) Develop procedure to ensure HOD input on actions identified at PDR</th>
<th>(iii) Advertise promotion deadlines and criteria</th>
<th>(iv) For unsuccessful cases, HOD provides feedback</th>
<th>(v) Support ‘Making Professor Events’ by encouraging staff participation</th>
<th>(vi) Refine the work-load model</th>
<th>HOD Dept. administrator</th>
<th>HOD Dept. administrator HOD</th>
<th>Annual assessment</th>
<th>Annual survey indicates satisfaction with the system; Successful cases for promotion celebrated Unsuccessful cases reviewed</th>
</tr>
</thead>
</table>

### 4.3 We want to help staff develop effective research networks

<table>
<thead>
<tr>
<th>Research groups exist</th>
<th>(i) Carry out review of research groups, profile and visibility</th>
<th>(ii) Identify and promote support mechanisms</th>
<th>Research group leads</th>
<th>Annual assessment</th>
<th>All staff active in at least one research group</th>
</tr>
</thead>
</table>

### 4.4 We want to improve networking/CPD opportunities: PEI membership; WISE membership

<table>
<thead>
<tr>
<th>Carry out a cost-benefit analysis of PEI membership for staff</th>
<th>Carry out a cost-benefit analysis of PEI membership for staff</th>
<th>Department takes WISE subscription</th>
<th>SAT Dept. Administrator</th>
<th>Summer 2016 Summer 2015</th>
<th>Decision by December 2015 Membership in place for 2015-16 academic year</th>
</tr>
</thead>
</table>

### 4.5 We want to increase the visibility of female Engineering role models

<table>
<thead>
<tr>
<th>Invite more female speakers from industry/academia to the Engineering Seminar Programme</th>
<th>(i) Invite more female speakers from industry/academia to the Engineering Seminar Programme</th>
<th>(ii) Invite more females to join the Industrial Advisory Committee (IAC)</th>
<th>Ensure that every Engineering committee has at least one female member</th>
<th>Seminar Organiser Chair IAC</th>
<th>Annual assessment</th>
<th>Annual assessment</th>
<th>At least one female member from 2015-16 academic year</th>
</tr>
</thead>
</table>

- few females have been selected for interview.
- REF outcomes; promote evidence of positive investment/environment/culture.
- Ensure all staff serving on selection panels have attended recent, appropriate HR training (Recruitment, E&D)
### Engineering Department: AthenaSWAN Action Plan 2015-16

#### 4.6 We want to ensure that outreach is valued and encourages female applicants to Engineering

| Action | Data collection and analysis | (i) Ensure all significant activity is recognised in the WLM  
(ii) Communicate how activity can be best aligned with promotion criteria | HOD | October 2015 | Outreach as a metric in the WLM for 2015-16 academic year |
|---------|-------------------------------|-------------------------------------------------------------------------------------------------|-----|-------------|--------------------------------------------------------|

#### 4.7 We want to strengthen our support systems for UG and PG students

| Action | First year UG students are assigned a tutor | (i) Introduce option to request a female tutor at first year UG  
(ii) Introduce UG peer-to-peer mentor scheme; hold training session for mentors; advertise scheme to first years; collect annual feedback from scheme  
(iii) Review mentoring and support arrangements for PGRs | First year tutor  
E&D Officer  
Research C | Ongoing  
2015-16 trial  
Annual assessment | Option available  
Positive feedback from scheme  
Evidence of effective PGR mentoring and support procedures |

#### 5 Transitions
**These actions are aimed at helping staff at transition points in their careers**

<table>
<thead>
<tr>
<th>Action</th>
<th>Refine exit interview and questionnaire to capture reasons for leaving the Institution; to identify if gender related.</th>
<th>SAT Dept. administrator</th>
<th>Annual assessment</th>
<th>Data collected and analysed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Produce department handbook for staff and PGR containing key information with links to University policies and training opportunities</td>
<td>SAT Dept. administrator</td>
<td>October 2015</td>
<td>H/book updated each year</td>
</tr>
</tbody>
</table>
| 5.3     | Review of current mentoring procedures  
Identify training needs for mentees  
Develop and document dept. mentoring guidelines for inclusion in the department handbook | For Staff: HOD  
For PGR: Research C | Annual assessment | Annual survey indicates satisfaction with the system |

#### Abbreviations:

- E&D Officer: Equality and Diversity Officer
- Mgmt Grp: Management Group
- Research C: Research Committee
- HOD: Head of Department
- PDR: Performance and Development Review
- SAT: Athena SWAN self-assessment team
- Marketing C: Marketing committee
- PG TC: Postgraduate teaching committee
- UG TC: Undergraduate teaching committee