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# Gender Equality Project

## **School / department Athena SWAN applications**



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Bronze department awards recognise that in addition to institution-wide policies, the department is **working to promote gender equality** and to identify and address challenges particular to the department and discipline. The department must also plan future actions. This includes:

- an **assessment** of gender equality in the department, including quantitative (staff and student data) and qualitative (policies, practices, systems and arrangements) evidence and identifying both challenges and opportunities;
- a **four-year plan** that builds on this assessment, information on activities that are already in place and what has been learned from these;
- the development of an **organisational structure**, including a self-assessment team, to carry proposed actions forward.



- Set-up a Self-Assessment Team (SAT), representative of the School/ department with a range of career levels, and meet regularly (~ once a month).
- Conduct the self-assessment process:
  - Request staff and student data sets from the Gender Equality Working Group;
  - Request anonymised results of the University's cultural survey for the School / department;
  - Consider focus groups to elicit insight into the main issues that come out of the Staff Culture Survey;
  - Reflect and analyse, do not just describe the data, benchmark where possible;
  - Begin to generate the narrative as soon as the data begin to come through;
  - Raise awareness and encourage engagement through School/department webpage, all staff meetings, regular updates.
- Draft the application and action plan:
  - SMART action plan, referred to throughout the application;
  - data-> analysis-> action;
  - Clearly defined, appropriate responsibilities.



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**Joint applications** are accepted from closely aligned departments. A joint department application may be applicable where departments are small (fewer than 15 academic staff) and/or are of very closely-related subject. Areas for consideration are:

- The self-assessment team is likely to be best placed to decide which size unit is submitted for an award.
- The panel expects data from all the constituent units/departments within the application, not averages.
- Joint department applications need to clearly demonstrate effective practice (and impact for Silver awards) across all units.
- Issues specific to different subject areas must have been identified and addressed.
- Communication of the charter principles needs to be apparent across all the departments, it should not be driven by one single unit, and the links between the units should be evident.



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## Further information

- Website (including FAQs): [www.ecu.ac.uk/equality-charters/athena-swan/](http://www.ecu.ac.uk/equality-charters/athena-swan/)
- May 2015 Athena SWAN Charter awards handbook and department application form: <http://www.ecu.ac.uk/equality-charters/athena-swan/apply-award/>
- Become a charter mark panellist: <http://www.ecu.ac.uk/get-involved/become-charter-mark-panellist/>
- Successful Athena SWAN department applications: <http://www.ecu.ac.uk/equality-charters/athena-swan/athena-swan-members/>