Faculty of Science: Excellence Through Inclusion action plan

The Faculty of Science is committed to a programme of Excellence Through Inclusion, and welcomes staff and students from a diverse range of backgrounds. Our goal is to have a motivated and diverse Faculty, where staff and students demand the highest standards from each other and work together to maximise the benefits of difference. Our successes are rooted in the value we place on the roles played by all staff that make our Faculty an excellent place to work and study.

The under-representation of women in science is well-known, and the Faculty action plan seeks to pro-actively address this through a range of actions, whilst also promoting a culture where all staff are supported and able to flourish and reach their potential.

This action plan has been agreed with the Faculty Executive Board. Whilst the actions contained in this plan have people with lead responsibility against them, it is the responsibility of **all staff** in the Faculty to support the implementation of this plan and help us achieve our inspirational goals. Progress will be reviewed annually by the Faculty Equality and Diversity Committee and FEB and be reported to the University Council via the University Equality and Diversity Board.

	Key Issues to be addressed /target staff group	Actions	Responsible	Timescale	Our target/outcome
	FACULTY OF SCIENCE				
1	**Data collection and analysis/ All Staff** Collect and monitor EO data for staff within the Faculty (Gender, race, sexual orientation, transgender, disability) Collect and monitor EO data for students within the Faculty.	Work with HR (via the HR Faculty lead) on the development of a suite of EO reports that can be used to monitor and review our EO (Equal Opportunities) data including student and staff data. Encourage Faculty staff to update their EO data in MyJob Seek to understand the overall position.	Chair of Faculty E&D/ HR Lead	Annually (31st July annual census date on all staff data)	Suite of EO reports developed centrally for use by Faculty, and reports produced and reviewed annually by the E&D committee reporting to FEB Outcomes taken into account for future action planning Increase in staff disclosure rates of personal details in MyJob

2	**Communications Review/ All Staff**	Undertake a review of communications (primarily faculty/departmental web pages) to ensure that text and imagery are appropriate, represent the faculty we aspire to be, and are inclusive. Ensure recruitment and selection (R&S) documentation displays Two Ticks, Stonewall and Athena Swan logos. Maintain the Faculty Equality and Diversity web page to ensure the Faculty's commitment to E&D is visible. Place a link to this ETI (Excellence through Inclusion) plan on the Faculty E&D page.	Faculty Communications Officer, Departmental Publicity Comms Managers/HoDs Science HR Chair of E&D	April 2016	Faculty and departmental web pages and all web-based communications (written and pictorial) promote the existing diversity of the faculty and demonstrate that the Depts/ Faculty/ University is committed to equality and diversity. Messages that are communicated are inclusive and, in appropriate cases, serve to encourage under-represented groups to the Faculty.
3	**Staff Development and Wellbeing/ All Staff**	Ensure as a faculty we value the contributions made by all our staff towards our Faculty goals, through feedback, reward and recognition. Ensure through SRDS and on-going conversations with line managers that all staff have the opportunity to discuss their career development and aspirations. Ensure all staff acting as SRDS reviewers are suitably trained/informed to give this advice. Continue to support and promote	HR Lead Advisor and team HoDs / Dept. Mangers/ PIs Faculty Researcher Developer Chair of E&D	Throughout 2015-146 session and ongoing.	Faculty environment where all can flourish, progress and realise their potential. All staff are aware of training and development opportunities. All new staff are welcomed, understand their roles, and can quickly become productive. All staff involved in R&S have received Chair of Interview Panel and implicit bias training and are aware of their responsibilities

		networking, personal and professional development and mentoring opportunities (as available) to all staff including proactively drawing these to the attention of and ensuring staff have time to participate. Identify future candidates for the Sheffield Leaders programme, monitoring gender and ethnicity representation. Improve our dept./faculty induction materials and practices. Ensure our recruitment and selection (R&S) processes for all staff are not impaired by bias by training R&S leads.			
4	**Celebrating Staff Success/** **All Staff**	Celebrate successes and achievements of all kinds by publication on departmental and possibly Faculty webpages eg successful grant applications, Senate Teaching and Learning Awards, promotions, high impact publications, impact events inc. WP and outreach, diversity awards, service and impact awards, charity/civic events etc.	FPVC and HoDs	Ongoing	All staff feel valued and supported, contributing to a culture where all staff can flourish

5	**Representation on decision-making committees / All Staff**	Review the profile of departmental / faculty committees. Consider how individuals are chosen and consider any necessary adjustments to future membership, taking into account committee overload. Review annually and consider under-represented groups during succession planning.	Faculty E&D FEB/HODs	Annually	Clear communications and process for nominating to committees and key working groups, clearly encouraging under-represented groups where appropriate. Published information about committees and groups (terms of reference for example) to include a contact name.
6	**Flexible Working /All Staff**	Continue to support the take-up of flexible working amongst men and women, where business needs allow. Collect and publicise effective case studies of flexible working within the faculty. Monitor take-up and review impact annually.	FDO/HoDs/ Dept Managers	Ongoing	Clear information to staff about flexible working options. Published case studies on ways of working flexibly Increased knowledge amongst line managers.
7	**Timing of departmental and faculty meetings and social gatherings / All Staff**	Dept./faculty business meetings are normally held within specific core hours **9.30 am-4.00 pm**, where possible. Social events will be planned well in advance to allow time for colleagues to make arrangements to attend.	Faculty Directorate and Dept staff responsible for scheduling meetings.	Ongoing	Business meetings held within core hours where possible and social gatherings communicated well in advance. Clear culture in the Faculty of the importance of work-life balance, demonstrated by behaviour.

8	**Creating an inclusive environment within the Faculty /All Staff**	Work with staff networks (Women@TUoS NET, Parents@TUoS , LGBT Staff and Staff and Disabilty Networks) to ensure the faculty is an inclusive environment where staff and students can be themselves and where diversity is valued by all	E&D Committee	Ongoing	Support and communicatie network events, working with networks on specific initiatives
9	**Workload Allocation / Academic Staff**	Use the WAM (workload allocation model) in all depts. to assess the distribution of work (i.e. teaching, research, administration, impact and professional and personal development of self and others) for all academic staff members. Make adjustments where necessary to existing models to ensure models are fair and equitable taking into account the full remit of an academic role.	FPVC/HoDs supported by Faculty Project Officer	Ongoing	Transparent workload allocation models available which enable HoDs to distribute workload proportionately taking account of special circumstances where applicable.
10	**Gender Balance/ Academic Staff and Researchers** Maarch 2014 figures show that 28% of academic staff and researchers in the faculty are female. For females at	Women are under-represented in academic posts in all depts in the faculty. All recruitment materials must specifically indicate the commitment to address this, and that applications from women are particularly welcomed. Ensure gender balance on recruitment and selection panels as appropriate. Ensure shortlists for permanent	HR Lead Advisor and team HoDs / PIs/Dept. Managers Faculty Researcher Developer	Ongoing.	Actions listed achieved. All staff aware of support available pre- and post- parental leave. All staff aware of WARP and its use as part of a programme of departmental positive actions to assist women academic returners. Faculty environment where female colleagues can flourish, progress and realise

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	lecturer grade and above this falls to 24%.	academic positions normally contain 20% (or equal to the proportion of female applicants, whichever is larger) females, providing candidates are available that meet the job requirements. Where this is not possible appropriate feedback should be made to HR and the Chair of the Recruitment panel

Ensure all faculty members are aware of the support provided and procedures to be carried out for female researchers and academics pre- and post-maternity leave (maternity planning, P2P buddy system, allocating time for focus on research, return to work discussions with Pls/line managers before return date to discuss appropriate support, etc).

Promote the Women Academic Returners Programme (WARP) to female academics and ensure its purpose is widely understood by all staff.

Promote the uptake of staff training and development to all postdocs and fellows including faculty induction, mentoring etc. and support and encourage female PGR, post-doc (and lecturers) to follow the Springboard programme etc. | Chair of E&D | | their potential.

Where R&S information has failed to attract suitable female candidates, adjustments are made in the future.

Increase the % of women academic staff (inc. researchers) within the faculty. |
| | | | Chair of E&D | | |

| 11 | **Female Academic Progression / Academic Staff**

FoS has a target of 18% women Professors by 2025.

March 2014 figures show FoS has
11% female professors
17% female readers
28% female senior lecturers
37% female lecturers | Be pro-active in identifying, encouraging and preparing all staff, and in particular female academic staff, for promotion as part of SRDS discussions. Ensure all staff acting as SRDS reviewers are suitably trained/informed to give this advice. This will include giving clear guidelines on the value of contributions in teaching, administration, impact activities (inc. outreach) and research.

Continue to support and promote personal and professional development opportunities to academic staff ensuring staff have time to participate through WAM.

Annually review promotions data wrt gender and take actions as appropriate (for example, discussions with HoDs)

Departments renew Athena Swan and other relevant awards, using these to embed values of gender equality within depts. Capture best practice and ensure the faculty action plan reflects those of individual depts. (and vice-versa).

See 9 for actions concerning WARP, and its use as a program of positive actions for women returners. | FPVC / FEB

HR Lead

Faculty E&D | Ongoing | SRDS discussions take place with all academic and research staff, and include discussions about promotion where appropriate.

Increased knowledge of promotions process amongst female academic and research staff/line managers/SRDS reviewers.

Faculty environment where female academics can flourish, progress and realise their potential. Evidenced by increase in numbers of senior women.

Athena Swan panels, HR and the Faculty E&D work together to achieve awards and to monitor the implementation of action plans. Success communicated. |

| 12 | **Inclusive environment for LGBT staff and students/All Staff** | Encourage Faculty staff to become supporters of Open@TUoS

Encourage staff, via information sharing and targeted communications, to update their MyJob record, specifically in relation to sexual orientation. | FEB

Faculty E&D Comm

Dept. E&D Comms | Ongoing | Open@TUoS is a visible sign of the inclusiveness of the Faculty

Increase in staff disclosure rates of sexual orientation in UBase |