

Athena SWAN Award

Submission Timeline – November 2013

The timetable below has been produced to help departments / institutions intending to apply for an Athena SWAN Award in November, 2013. It can be applied to both Bronze and Silver submissions.

ASAP	If you have not already done so, obtain staff data from Gina Warren/Vivien Hodges to get a picture of where you are now. Bear in mind that you will be using 31st March 2013 data for your submission, which means you'll have 4 year's worth of data for your submission. Don't forget that Gina and Vivien don't have access to all the data you will need, such as student numbers, appraisals, inductions etc. Identify potential staff issues, e.g. in the pipeline from researcher to Professor. You should by now have held at least one meeting of your Self Assessment panel to review the initial staff data and discuss strengths / areas for improvement.
January 2013	Allocate tasks amongst your Self-Assessment group. Someone (ideally your academic lead) should be actively leading the process and taking responsibility for driving progress. Agree who will write the submission, produce the graphs, interview case study subjects (Silver awards only) and lead focus groups. Agree dates for monthly meetings for the rest of the year, plus meetings for sub groups (data / focus groups). You may need to increase the frequency of meetings between September and November as the submission deadline approaches.
Jan – Feb	Staff Survey window: Self Assessment panel, in partnership with Survey Key Contacts, should be pro-active in encouraging a high response rate amongst staff. Attend data surgeries, request assistance from E&D/Anne Marie Catchpole as required.
March	Survey results available. Identify key themes at both School and departmental / institute level.
March - May	Disseminate results from staff survey. Conduct focus groups to follow up on results of staff survey (identify issues for action plan). These may be cross-departmental groups if there are School-wide issues to address. Reality check: are you all agreed which level of award you are aiming for? Request Maternity, SAP, training data from E&D.
Early April	Obtain 2013 staff data sets (as at 31 st March) from Gina Warren/Vivien Hodges .
April-June	Detailed analysis of updated data. What does the 2013 data tell you about your trends? You can start to populate the submission form with graphs now – no need to wait until the writing process begins. Indeed it may help you see what data is missing. Generate departmental specific data on Appraisal and Induction data, representation on committees, Workload model, timing of departmental meetings and social events, Outreach activities, applications and success rates for flexible working by gender and grade.
June-July	Analysis of results from focus groups/staff survey and what they mean for your submission. Are there any gender differences, or differences in issues between staff groups? What does the staff survey tell you about the culture of your Department? Identify issues that can be addressed in your action plan.
July-Sept	Academic/administrative leads to begin writing submission and action plan.
Mid-Late Sept	First draft of submission / action plan complete. Increase the frequency of Self Assessment Panel meetings.
Late-Sept	Pass submission to Anne Marie Catchpole/Vivien Hodges for comment and checking.
30th Sept	Inform Athena SWAN of your intention to submit . NB. You need to state whether you are going for Bronze or Silver.
Oct – Nov	Revise submission, slotting in new information (and case studies for Silver Awards) as it becomes available.
Nov ember	Final editing of submission form and fine-tuning of tables and charts.
29th November	SUBMIT (30 th is a Saturday!)