Appendix 1

Imperial College
London

Academic Gender Strategy Committee

24 February 2016
13.30 – 15.30

Minutes

Present:

Professor James Stirling Chair
Professor Anand Anandalingam Dean of Imperial College Business School
Professor Maggie Dallman Associate Provost (Academic Partnerships)
Professor Dot Griffiths Provost’s Envoy for Gender Equality
Ms Kim Everitt Deputy Director, HR
Professor Jeff Magee Dean of the Faculty of Engineering
Professor Gavin Screaton Dean of the Faculty of Medicine
Professor Tom Welton Dean of the Faculty of Natural Sciences

Secretary:

Ms Hailey Smith Welcome Service Manager – Senior Recruitment

Agenda Item          Action

Item 1 – Welcome and Apologies

1.1 No apologies were received for this meeting of the Academic Gender Strategy Committee.

Item 2 – Minutes of the Last Meeting and Matters Arising
(Appendix 1: Minutes – 12 June 2015)

2.1 ECU Ambassadors

Professor Griffiths informed the committee that she and the Provost had been appointed Ambassadors for the Equality Challenge Unit for Higher Education.

2.2 Elsie Widdowson Fellowship

Ms Everitt reported that the Elsie Widdowson Fellowship (EWF) had been reviewed in light of the introduction of shared parental leave. The legal opinion was such that the EWF should be open to men as well as women when shared parental leave is taken. However, the question remained as to what the qualifying period of leave taken should be in order to be be eligible for an Elsie Widdowson Fellowship. Professor Screaton suggested that there be a definition of a ‘significant career break’ (e.g. six months). HR will continue to review the Elsie Widdowson Fellowship policy.  

Ms Everitt

2.3 Maternity for PhD Students

Maternity Support for PhD Students would be considered as part of the World Class Supervision Project within the Graduate School, which would commence in the Summer of 2016.
2.4 **Conference Support for Carers**
The committee agreed that the limit for each claim should be raised to £250 from £200, to bring it in line with an allowance already offered within the Department of Materials.

**Item 3 – SWAN Silver Renewal**
*(Appendix 2 – Provost’s Board paper for approval)*

3.1 Professor Griffiths presented a draft paper from the committee to Provost Board and asked for the members’ approval. The paper contained feedback collected from the Athena SWAN focus groups and questionnaire that would feed in to the Athena SWAN Institutional Silver renewal application. Professor Griffiths reported that the paper would be submitted to the February meeting of Provost’s Board.

3.2 The committee discussed the paper, in particular the following parts:

3.3 **College Website**
Feedback suggested that the College website could give greater prominence to family friendly policies. The recent redesign of the website has seen clearer signposting to this information from the ‘job applicants’ page, and the recently produced ‘Family Friendly Initiatives’ booklet, was highlighted as an example of good practice.

3.4 **Job Adverts**
Professor Griffiths reported that adverts should be as open as possible in order to attract the widest range of applicants. Professor Screaton noted that the Faculty of Medicine has had success in using this approach.

3.5 **‘Know Your Pool’**
Professor Griffiths advocated for recruiters to ‘know your pool’, as a more proactive method of searching for female candidates, encouraging recruiting departments to ask whether the gender split of applicants reflected the demography of the field.

3.6 **Job Interviews**
To increase awareness of Unconscious Bias, Professor Griffiths said that she was preparing a note (like that prepared by the Royal Society) to be given out to interview panel members. The committee also agreed that they would like College Consuls to challenge all-male panels if it was not reasonably demonstrated why there were no women on the panel.

3.7 **Induction**
Professor Magee suggested that inductions for senior academics were variable, and that it was important to ensure a good employee experience for all. Professor Dallman added that support should be available for all staff, not just those moving from overseas.

3.8 **Promotions**
Professor Griffiths fed back that improved communication about the Academic Promotions process would be welcomed by staff. She noted that this year’s reminder to HoDs that it is College policy to consider all
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eligible staff for promotion had been well received. She would also suggest that a departmental panel of professors consider departmental professorial candidates. Professor Screaton suggested that staff be offered promotion mentors, who do not sit on the promotion panel, as a source of independent support and advice. The Provost suggested that this be set up within each faculty, and owned by the Deans.

Deans

3.9 Flexible Working
Professor Griffiths noted that a positive statement about flexible working appeared on some adverts but not all; she suggested that this be done routinely. The Provost noted that not all jobs were suitable for flexible working, and Ms Everitt added that each employee could apply for consideration of flexible working.

3.10 Support
Professor Griffiths told the committee that the ‘Rules of the Game’ workshop discussing progression from lecturer to senior lecturer would be run again taking into account feedback from the previous session.

Ms Smith

3.11 Professor Griffiths suggested that the Deans lead the push for 100% PRDP return within their respective faculties. She also suggested that a question be added to the 2017 staff survey that asked staff about the quality of their PRDP conversation. Professor Welton noted that he had some examples of good practice which could be shared with the committee.

Professor Welton

3.12 The committee were supportive of the suggestion that childcare costs be reimbursed on exceptional occasions where College events were held outside of core meeting hours, such as the President’s Address or the Women@Imperial celebration.

3.13 Culture
The Provost had taken up oversight of the Sussex study following the departure of Professor Debra Humphris, and it was thought that the study’s findings and recommendations might be helpful as the College takes its next steps in developing its culture.

3.14 The ‘Have Your Say’ campaign, which was established by the Faculty of Engineering, is to be replicated in the Faculties of Natural Sciences, Medicine and the Business School.

Deans

3.15 Postdoctoral Staff
Feedback from postdoctoral staff demonstrated a mixed experience, often dependent on the management of individual PIs. Professor Griffiths suggested that PIs should be further encouraged to undertake management training.

3.16 Professor Magee suggested that postdocs could be given more support in writing grant applications. Ms Everitt noted that there was much support already available in the College for postdocs, but that it was important to communicate its availability to staff.

3.17 Professor Welton noted that postdocs are granted a set number of training days each year, but few used their allowance. He suggested that PIs could be measured on how many training days their postdocs
take. Professor Dallman noted that this might be unfair in cases where postdocs did not wish to attend courses. Professor Griffiths thought that this could be something to discuss with the Postdocs Reps.

3.18 Professor Griffiths reported that postdocs on fellowships sometimes felt left in the dark about the possibility of a continuation to their post, and asked for there to be more timely guidance to staff about the likelihood of there being a post for them. The Provost thought that this is something that could be discussed in the Fellows' Forum.

3.19 Alongside work underway within the College regarding maternity provision for postdocs, Professor Griffiths suggested that the College needed to be more proactive in making sure maternity provision featured in research and industrial contracts.

3.20 The findings that related specifically to professional, technical and operational staff would be picked up in a separate meeting between Professor Griffiths and HR.

3.21 The Provost thanked Professor Griffiths for her hard work in carrying out this research and presenting her findings.

3.22 The committee agreed to hold an additional meeting of the AGSC in order to review the Athena SWAN Institutional Silver renewal Action Plan, which these findings will feed into. (Post Meeting Note: this additional meeting was held on 26th April 2016, 8.30 – 10.00am)

**Item 4 – Review of our ‘Pledge to Academic Women’**
(Appendix 3: Pledge to Academic Women)

4.1 Professor Griffiths asked the committee to review the ‘Pledge to Academic Women’ which had been written by Professors Griffiths and Higgins in 1998/1999. The committee members supported the removal of the word ‘academic’, in order to encompass all women staff at the College. It was also agreed that the reference to ‘all women’ would be changed to ‘many women’ and the ‘chronic underrepresentation’ of women would be qualified as existing in ‘certain parts of the College’; a more accurate statement.

4.2 The members of the committee agreed that they would like the ‘Pledge to Academic Women’ to be used more widely. HR would explore ways in which this could be done.

**Item 5 – Women@Imperial Week**

5.1 Professor Griffiths reported on arrangements for the 2016 Women@Imperial week (7th – 11th March 2016). Activities and events included:

- WomenCount: Leaders in Higher Education 2016
- School of Public Health Athena SWAN Lecture, ‘An Editor's View’, Dr Fiona Godlee, FRCP, Editor in Chief of the British Medical Journal
- Women@Imperial Week Gender Summit, Professor James Stirling, Provost
- Women@Imperial Week Reception, Professor Alice Gast, President, and Professor Dorothy Griffiths, Provost's Envoy for Gender Equality
• Imperial College Women in Business, 'Women in Innovation' Panel and Q&A
• Department of Life Sciences International Women's Day Lecture, 'The sweet things in life', Professor Anne Dell, CBE, FRS, FMedSci
• Women@Imperial Week Outreach Event, 'Celebrating Women in STEM at Imperial'

There would also be coordinated social media activity across the College to publicise the week.

5.2 The Provost thanked Professor Griffiths on behalf of the committee for all her efforts in organising the celebration.

Item 6 – Julia Higgins Medal and Awards

6.1 Following the meeting of the Academic Gender Strategy Committee it was agreed that Professor Griffiths should receive the award in recognition of her many years of continued support for women at the College, both through individual support and guidance and her work towards that advancement of women across the College.

Item 7 – Athena SWAN Departmental Awards Update

7.1 There was no news to report on the latest applications to the Athena SWAN awards, but Professor Griffiths reported that applications were on track so that each department will have applied for an award by the end of 2016.

Item 8 – A.O.B.

8.1 Professor Griffiths would attend the Heads of Departments’ dinner to talk about diversity. She would discuss the findings of her research and asked for the support of the committee at this event.

8.2 The Provost congratulated Professor Welton on two recently published articles regarding equality and diversity within his work as the Dean of the Faculty of Natural Sciences. These articles were: ‘Building an Inclusive Culture in the Chemistry Department at Imperial College’ (T. Welton, Chem. Eur. J. 2016, 22, p.3535) and ‘Much to be Proud of’ (T. Welton, C&N, 2016, 94, p.3)

Item 9 - Date of the Next Meeting
17 June 2016,
15.15 – 17.00
Boardroom, Faculty Building