Athena SWAN Silver award application form

Name of institution: Imperial College London Year: 2009

Department: Chemistry

Contact for application: Dr Patricia Hunt Chair Equality and Career Progression Committee

Email: p.hunt@imperial.ac.uk Telephone: 020 7594 1219

Departmental website address: http://www3.imperial.ac.uk/chemistry

Date of Imperial College Silver SWAN award: 2006
1 A picture of the department

We are one of the largest chemistry departments in the UK and we are a diverse community who come from all around the world. Our members have interests across the full range of chemical sciences. Our annual research grant income is approximately 8 million pounds.

In the recent RAE the department is ranked 3rd based on the proportion of world-leading and internationally excellent (namely at 4* or 3*) research, and based on research ranked 4* the department is ranked 7th in the UK.

The department rates highly in its teaching performance. In 2008 the department underwent an extensive review of undergraduate teaching by 4 independent assessors of international standing. They noted our particular strengths which include; the enthusiasm of the academic staff (who create a supportive educational environment), the receptiveness of the department to student feedback, the effectiveness of the staff/student committee, the excellent tutorial system and the department's focus on peer review of lecture quality.

The Department has a declared mission to found the next generation of leaders in Chemistry, in modern chemical industries this usually requires post-graduate education to the doctoral level. Hence, we are particularly proud of the number of students we have continuing in education after their 1st degree: an average of ~38% over the last 3 years. This is well above the national average for Chemistry graduates. In 2008 41% of Imperial graduates entered employment and another 41% further study.

The departments 5 year business plan (which has just been completed) includes in its aims 'to provide a fulfilling, inspiring, productive and happy place in which to learn, teach and carry out research' and to 'move from a network of talented people to a “collective”.'

Student data

1 (i) Numbers of males and females on access or foundation courses –

No such courses provided

1(ii) Undergraduate male and female numbers –

Recent statistics (please see the statistical annexe (ii)) have confirmed a trend of a declining percentage of female UGs, which is of great concern to the department. It is clearly due to the number of male UGs increasing more rapidly than female UGs. This decline appears to be specific to Imperial (in most UK chemistry departments the increased percentage of female students reflects a decline in the number of male students). For us, this identifies the importance of regular reporting of the department’s performance in comparison with other UK universities. This has also lead us to probe the statistics related to our UCAS process more deeply and to evaluate outreach projects. Staff are concerned about the significant increase in UG numbers which puts pressure on teaching spaces, teaching loads and teaching quality. This is an area where a general worsening of conditions will potentially have a larger negative impact on women. The department needs to move to counter this.
1 (iii) **Postgraduate male and female numbers completing taught courses** –

We have a comparatively small number of full time taught PG students, 30-40 students a year (please see the statistical annexe (iii)). The percentage of female students has been on an upward trajectory since 2004. In 2008 the number of women (19) exceeded the number of men (14). The department will be exploring what is attracting women to Masters degrees at Imperial.

1 (iv) **Postgraduate male and female numbers on research degrees** –

We have approximately 150 full time research PG students in a year, approximately 43% of these are female (please see the statistical annexe (iv)). This is a much larger proportion of women than at the UG level. The increase in women as a percentage from UG to PG is not driven by a decrease in male numbers overall, but is a true reflection of an increasing number of women choosing to do a PhD in chemistry at Imperial (please see the statistical annexe). Again the department will be exploring what is attracting women to the PhD degree at Imperial.

1 (v) **Ratio of course applications to offers and acceptances by gender for (ii), (iii) and (iv) above**

Department statistics show that the numbers of both female applicants, and offers (UCAS) has increased since 2006 (please see the statistical annexe (v)). The percentage of female applicants (=38%) and offers (=41%) has remained fairly constant over this time frame, but the number and percentage of female acceptances have both declined over this time.

1 (vi) **Degree classification by gender** –

The department statistics collected and published centrally up to 2006 do not show any outstanding trends (please see the statistical annexe (vi)).

1(vii) **Length of time for postgraduate completion by gender** –

Funding is such that students cannot generally exceed a given time limit, typically 3-4 years
Staff data

1 (viii) Number of male and female staff (academic and research) at each grade

The department compares its staff profile against the Royal Society of Chemistry (RSC) figures and has figures back to 2004 (please see the statistical annexe (viii)). In terms of female representation, the department compares favourably to other chemistry departments nationally and to the College’s Natural Science Faculty as a whole. The small numbers of female staff do mean that promotion to higher grades, or the loss of a single female staff member, can result in sharp changes to these figures.

1 (ix) Job application and success rates by gender and grade –

The department has started to collect, keep and analyse this information as data held centrally was found to be incomplete (please see the statistical annexe (ix)). However, turnover among academic staff is low and likely to remain so. The last four appointments have all been men. The number of women applying has been between 1-4 out of ≈24, and those getting through to interview have been no or one woman applicant.

1 (x) Turnover by grade and gender –

Turnover rates are low (please see the statistical annexe (x)). Our academic staff do tend to stay once they have permanent positions. A few staff get poached. We don’t have many staff near retirement. In reality the opportunities for post-docs to get lectureships in the department are limited. The only real turnover is of post-docs. We do recognise the importance of providing post-docs with transferable skills and good career advice including access/introductions to eg industry or other academic institutions. We also recognise their value as good ambassadors and as a resource for the department once out in industry.

1 (xi) Maternity return rate –

Two staff have benefited from Imperial College Elsie Widdowson fellowships (50% funding from College to allow recipients to focus solely on their research for 12 months after their return). Two staff are currently on maternity leave. One for the second time has used her Fellowship previously and intends doing so again, the second one is just going through, and will be benefiting from a Fellowship.

- 2004 1 academic returned full time
- 2006 3 technical staff (return unknown) and 1 academic, the academic returned full time
- 2007 1 academic returned full time
- 2008 1 technical staff has taken maternity leave and is intending to return.
- 2009 2 academic staff have taken maternity leave and are intending to return.
1 xii) Paternity, adoption and parental leave uptake –

Two academic and one support staff members have wives who have had babies recently. One has taken paternity leave, the others are intending to. Generally the flexibility that the department offers its staff, reduces the need for individuals to take formal leave.

Currently we have one male member of staff who has a major caring role, and ten (of 38) male academics have a substantial responsibility for child care/young children. They do school / special school runs, take children for hospital appointments, and take and pick up their children from the college day nursery etc.

1 (xiii) Promotion application and success rates by gender and grade –

The SWAN consultation showed up a number of "urban myths" surrounding promotions. All the information is on web but people don’t read it. So, we have decided to kick off the next promotion round with a short note and presentation from HoD explaining how the system operates at a department level, what happens / how cases are considered and the role of HoD (who is familiar with the contributions of all the people put forward and who can and does moderate the individual views expressed during departmental panel meetings).

1 (xiv) Male and female representation on committees –

Lower level department positions /committee memberships tend to be offered openly, higher level positions involve invitation and discussion. Positions are generally decided by mutual discussion among the staff with the required experience. Efforts are made to tailor positions to a staff member’s skills, and to ensure the staff are engaged. Please see 2(vi) for more details.

1 (xv) Numbers of applications and success rates for flexible working by gender and grade

No requests have been received to job-share. Two requests to go part-time have been implemented. The HoD is open to such requests and will treat each one on its own merits, from the starting premise that part-time or flexible working will be offered unless there is a very good reason not to, and in such case every effort would be made to adapt the situation to the staff member’s benefit.

1 (xvi) Female: Male ratio of academic staff on fixed-term contracts and open-ended (permanent) contracts

Here the major distinction is between academic lecturing staff and research staff. However there are a number of Research Fellows who span the divide.

A few academic staff had fixed term contracts, and strenuous efforts have been made to remove people from this situation. A single long time member of the department remains in this position, however their situation should be resolved by the end of 2009.
Thus the number of women on fixed term contracts reflects the number of women Post-Docs.

2 Initiatives to advance and support women in the department

2 (i) Promotion and career development –

Appraisal (PDRP)
Imperial’s appraisal system did not capture the hearts and minds of staff, so the HoD has changed its timing, and has also specifically required that reviewers discuss the career development opportunities of staff. This gives the HoD a firm basis from which to start the departmental promotions process.

The HoD has decided to concentrate on the PRDP process for academics, before moving onto that for post-docs, to make sure the system is well regarded, comfortable and useful. The particular concern is that if the Academic Establishment don’t find the appraisal useful for themselves, it is understandable why they find it difficult to do well for their staff.

Promotion
A departmental "Academic Performance Guidelines" has been produced, based on the current academic performance of the department members, it allows individuals to gauge their performance and helps in making promotion decisions.

All staff receive e-mails telling them it is time to consider applying (links to the relevant information on the HR website are provided). Career options are then raised by the line manager in their PRDP. Staff are then able to decide whether to apply. The department panel also ‘reviews’ all academic staff to check that no one, who has a reasonable chance of promotion, has been left out. Following the promotion meeting, the HoD talks to all candidates about whether they think they have no chance, are not yet ready/borderline, or have a good prospect of promotion if their application goes forward to Faculty and College. Admin support from the HoD’s office is available throughout the process.

Also
The line between post-doc and lecturer is blurring through the increasing numbers of externally funded research “fellows”, and the department is addressing this. Fellows who have been offered permanent lectureships at the end of their fellowship, are now able to apply for promotion (from L to SL) while still on a fellowship. There is also a process where-by all fixed term fellows, and pre-eminent post-docs, are offered one-to-one discussions a year before the termination of their contract, to discuss career options. These meetings give the individuals a clear and definite outline of their position with a year to plan.

2 (ii) Support for staff at key career transition points –

The HoD keeps an eye out for early career staff, and identifies roles which encourage them to network / improve their visibility / develop management skills (at department / faculty / college levels). Show-casing the work of women scientists started when Sue Gibson used her Rosalind Franklin Prize to bring in leading international women scientists in as guest speakers. The department’s 2008/9 guest lecturer programme included seven women out of 78 speakers.
The department can / does ask for post-doc networking sessions from the Roberts budget. Currently career advice and guidance for post-docs is the responsibility of individual Supervisors. Last autumn, when the HoD attended a meeting with the College Learning and Development Consultant and departmental post-docs, he was alarmed that some of them were unaware of both the training opportunities open to them and their entitlement to 10 days training per year.

The SWAN workshops showed that:

The department’s non professorial staff, particularly with experience of working in Europe / USA, were overwhelmingly enthusiastic / appreciative of College / department provision / support for career development.

There were differences between the departmental view and the perceptions of early career staff on support from sections in preparing research grant applications. It was not a widespread problem, but was compounded for staff with English as a second language, or those with a limited understanding of the UK research funding system.

2 (iii) Flexible working

All academics work flexibly and are able to self manage their time. The department runs on a culture of adaptation mutually between staff. This approach includes starting late to allow parents to drop children into care or school, and scheduling meetings to the early afternoon so staff can get away early to pick up children. Mondays are administration meeting free days. For staff whose jobs allow them to work from home, no barriers are put in place, notification to the line manager is required, mainly as a matter of health and safety, and permission is routinely granted.

Post-doc work hours are generally determined mutually by the post-doc and their line manager, most staff encourage regular hours, flexibility is not seen as an issue, post-docs are generally very committed and want to work in a team.

2 (iv) Culture

The HoD / his team are working to overhauling and demystify departmental processes and practices, starting by publishing them explicitly on the web. The department is becoming much more open and there is now a feeling of trust in the management group and HoD.

There is general recognition that the HoD, appointed Autumn 2007, was making a difference. He brought with him some human touches, a strong set of people values and a determination to defend those values. The HoD makes a point of walking through the department in the morning and talking to staff on the way to his office.

The department has a Chemistry Academic Opportunities committee (CAOC) which is oriented towards addressing issues affecting academic women. Their web-site includes information on the committee and links to Faculty and College activities. The web-site also links to RSC and IOP reports on women and science, and to funding / fellowship opportunities for women. The site is about to be brought up to date with information on the department’s SWAN application, its stats and action plan.
The SWAN workshops showed that:

Staff welcomed the termly departmental meetings but were still a bit uncertain whether they were always consulted about what they considered to be important.

Staff felt that their contributions were appreciated within their sections/groups, but staff were less clear that the department recognised / celebrated the success of early career staff more widely.

Simple things such as early career staff having to share offices with students can knock confidence and limits feelings of inclusivity. They disliked the trailing around this necessitates to find seminar or tutorial rooms, the key and then to have to return it.

Senior staff see the department as non hierarchical, with all academics treated as independent. They felt that people good enough to get appointed would not need support. It wasn’t clear that they distinguished between support in terms of research and the support that a starting academic needs with balancing the full range of tasks that make up an academic post.

2 (v) Recruitment of staff

The department has made four academic appointments in the last 12 months. The department always appoints the best candidate, be it one of their own post-docs, or from elsewhere. The department operates in a global market place, and discussions by CAOC have recently identified the need to be more proactive in widening the field of possible candidates, the initial action has been to get staff to inform the HoD office of promising researchers giving talks at conferences.

The two most recent appointments were seen as models of transparency, and early career staff valued the opportunity to contribute their views. Opinions were sought, based on a lecture that the candidates had given. This approach was recognised generally as a great improvement on the past, when appointments were secretive, and no one knew anything about the appointee until they arrived. The CAOC has overhauled and improved the induction process for new staff. In addition all new academic appointees are now asked to give a lecture on their research area, to which all staff are invited; the idea is to foster collaboration by identifying common interests.

As post-docs are the main group where there is turnover, this is the area on which the department will be focussing next in terms of the induction process

2 (vi) Representation on decision-making committees

The departments management structure reflects responsibilities for teaching and research activities. Individuals are responsible to different people for their teaching and their research, in addition to any department / faculty and college responsibilities that they carry. Like other good practice chemistry departments, changes to the management structure are breaking down fiefdoms. People are selected for jobs with a view to their suitability, they are not shoe horned into roles that could be detrimental to their career progression.

The HoD is chosen by the Rector, the post rotates on a 5 year cycle, and the Rector seeks input from the department before making the appointment.
The department’s management committee comprises the HoD, deputy HoDs and key representatives from:

a. departmental administration  
b. teaching committee  
c. the operations and infrastructure committee.

The research strategy committee is comprised of the head of each research section (permanent posts determined by the HoD). A new policy started in 2008 is that all NEW heads of section will be on a 5 year rotating position.

The operations & Infrastructure and Health & Safety committees are comprised of senior operations and administration staff, and academic staff with specific roles, which can be demanding, and are ‘rotated’

The teaching committee is comprised of the heads of teaching, the HoD, admissions tutor, senior tutor and the director of UG studies. Heads of teaching are elected by each teaching section.

The PG committee comprises the director of PG studies, the PG tutor, the MRes course organisers and the PG admissions secretary. It coordinates management and best practice across the taught courses. Turnover is dependent on the people holding these positions. There is a similar committee for UG studies.

PhDs committee has elected members and the PG Tutor and Director of PG studies. Post-Docs also have representatives on the Chemistry Academic Opportunities committee.

Women’s representation on department committees
Most of the academic women in the department have good reasons not to be involved with departmental committees, for example because they are on maternity leave, they are on fellowships which require a reduced administrative load, or they have significant outside positions and the department has agreed with them that they have no administrative duties

One is bought out of admin and teaching duties by the Institute for Mathematical Sciences, another is bought out by an EPSRC Career Acceleration Fellowship

One is excused admin duties while she is President of the Organic Division at the Royal Society of Chemistry

One is on Maternity leave

Two Research Fellows are currently Lab and / or Masters course organisers

One other woman is a Lab organiser

The department has identified the need to clarify the departments management structure, so that staff know who is responsible for what and to whom to go with particular problems.
2 (vii) Workload model

Information on teaching and admin workloads has been collected since 2000, developing into a comprehensive spreadsheet that has been collated and distributed to all staff annually since 2007. In addition a summary is presented and discussed at a full-staff meeting once a year, where the HoD makes a short presentation on workloads (anonymised).

Staff workloads differ depending on their position, for example new lecturers have a minimal work load, which increases as they adapt to their working environment. In addition, some staff have their teaching and administration bought-out, and others have work-loads limited by the conditions of their fellowships.

The workload model doesn’t cover research as the department could not find an equitable measurement methodology; there was concern that people with big research programmes might use them in order to evade other responsibilities, particularly teaching. The department has recently produced academic performance guidelines which allow staff to evaluate their own performance against a departmental median (not average) for their grade. The department also publishes on its front web-page an annual review which contains research highlights and papers published for each member of staff.

The HoD actively monitors workload and heavy teaching loads are taken into account when making new appointments for departmental roles or functions. However the SWAN workshops showed that lecturers have concerns about the ‘dumping’ of tasks on them when they are trying to build their own research reputation. Individually the responsibilities were not significant, however as they arrived from different people ... no one really saw the full picture.

The CAOC agreed there was a need for more openness about what senior staff do (other than what might be obvious in terms of eg running a large research group). Information will be collected and distributed describing what a senior academic does. It was agreed this would be useful in two ways; to give junior staff a realistic perspective within which to review their own workload, and to give them a real view of what academic life entails, and what skills they need to develop.

2 (viii) Cover for maternity and adoption leave and support on return

Cover arrangements for maternity and paternity leave is an area which the CAOC has changed significantly. The old situation, where the person going on leave had to call in favours to arrange cover, put an unfair burden, not only on that person, but also on the person asked to provide cover, who might not get recognition for their extra efforts.

This responsibility has been transferred to the heads of teaching and research. The whole process has been made more open and less of a mystery. The Departmental administrator Eileen Boyce has taken ownership of the process and successfully acted as a facilitator between academic staff and the faculty administration. Staff are now aware that chemistry receives extra funds from College (equivalent to their salary, when staff go on maternity/paternity leave) and that they can use these funds to arrange appropriate cover. The new system is currently being tested (2 staff currently on maternity/paternity leave).
The CAOC wished to check how the cover arrangements were working, and asked for views from people who had recently taken leave. The comments (anonymously) will be placed on the staff section of the department website, as an introduction to the formal departmental / college procedure. Contact will be made as women get back from leave to see if they would be willing to put their name to the comments, and to add more, once they have settled back into their research … so that people generally are aware of what can be done.

2 (ix) Timing of departmental meetings and social gatherings

Departmental meetings are held at family friendly hours, but sections rather do their own thing. However the department has adopted as a rule that no administration meetings are held on Mondays.

The CAOC is very conscious of the lack of communal space and the detrimental effect this has on community feeling. The coffee room machine offers a free vend between 10.30 and 11.00 - staff are expected to stay to drink their coffee, and not go back to their own rooms.

Doughnut Friday which is organised by the PhDs PG committee has proved very popular with whole Research groups (PhDs, PG and Post Docs mostly), a very few staff attend, but word is spreading outwards to people from other departments.

The last three new lecturers have been invited to give a seminar to which academic, post-docs and PhDs are invited personally by the HoD, followed by drinks and nibbles.

2 (x) Outreach activities

The department funds a member of staff in the College outreach office for one day a week. Outreach activities for both teachers and students are available during the year both in-house and at schools.

Outreach for teachers and staff visits to schools are run on a by-demand basis. Activities at schools comprise lectures on modern techniques and lecture demonstrations. The "UG Ambassadors Scheme" sends 8 Yr2 UGs out to work in local schools supporting science, engineering and technology.

The department finds it more effective to get school children to come into the department for practical workshops. These are large scale activities which the department sees as benefiting chemistry as a whole, rather than the department/College specifically.

In-house activities include spectroscopic investigations and practical experiments in synthetic and physical techniques (using equipment not available in many schools). One off-shoot of sessions run under a pairing scheme –children from two schools one state, one private, attend the same workshops, is that in some cases partnerships continue outside of the scheme.

All types of schools (Private, Independent but mostly State Schools – Widening Participation and Aimhigher) participate. Collaborations include UCL, University of Greenwich, Queen Marys’, Kingston, University of the Arts London, CHEMNET, and
The Salters’ Institute. Industry participants include RSC, Johnson Matthey, Pfizer, GSK, and BA Chemicals.

The department also contributes to WISE activities which are female only, all the other are M/F with close to a 50:50 split.

For more information visit http://www3.imperial.ac.uk/chemistry/admissions/outreach/studentsoutreach

2 (xi) Induction and training

Post docs
The College post-doc contract specifically includes the entitlement of post-docs to 10 days career development provision. But the department currently doesn’t monitor take up, but plans are in hand to do so.

New academics
The CAOC has targetted this area in particular and made a difference. Previously there was no clear understanding of how inductions for new academics should be handled. A new induction checklist has been piloted with the three latest academic appointees, all with positive feedback:

The induction was extremely useful. I was actually surprised by the level of upfront preparation by the Department for my arrival.  
I felt very much welcomed by everyone, which was really a unique experience.

The vast majority of staff members were extremely helpful and did a brilliant job of sorting out things.

The office was well equipped already when I arrived, which was much more than I expected.

The presentation of new members of staff to the Department by way of a lecture plus reception afterwards is very good.

This is producing clear benefits - newcomers know whom to contact for specific needs, they have their own network of contacts from the beginning, and the newcomer is known to the members of the department who can then help to make life much easier. The CAOC is now planning something similar for post-docs.

Safety induction
The department also has a standard safety Day One induction guidance form. This enables any person resident in a building to ‘induct’ a new starter. The inductor and starter(s) have to complete and sign the form. Swipe cards, which control all access and exits, cannot be obtained without this signed form. Line managers are responsible for identifying and arranging any more detailed induction which may be necessary.

2 (xii) Support for female students

The CAOC reviewed the findings from UKRC RSC report on the PhD Process (in advance of its publication in November 2008). It was clear from the report that post-docs ‘mentored’ PhDs. The department has decided that if this is happening anyway, we will train the post-docs for this role so they can do it well. Both the post-doc and PhDs will benefit. The report also highlighted the importance of the size and community feeling within research groups. In future the department will pair mentors and mentees so that PhD students in small groups are mentored by post-docs who work in a larger group and vice versa.
3 Case study: impacting on individuals

Dr Charlotte Williams is currently a senior lecturer in the department. She was appointed in 2003 after working as a postdoctoral research associate at Cambridge University, with Professor Holmes and Professor Friend on the synthesis of electroactive polymers. She has been recognised for her research in 2001 with the RSC Young Researcher Award, in 2005 with the RSC Meldola Medal, and has recently been awarded (2009) the RSC's Energy, Environment and Sustainability Early Career Award.

Charlotte has taken two stints of maternity leave the first in May-Sept 2007 and a second (and currently active) from Feb-Aug 2009. She has seen significant improvement in the provision for and culture surrounding maternity leave. During her first leave there was no formal cover and she had to ask colleagues to act as stand in supervisors for her research students knowing there would be no formal recognition of this extra work. Charlotte says the latest period of maternity leave has been markedly different. The chemistry department has been far more supportive, providing funding for a senior post-doc to carry out stand in supervision and teaching. "This means I feel much more able to delegate tasks properly and also that I feel much happier that the essential health and safety tasks are being undertaken properly." The head of department, Prof Tom Welton, has been highly supportive during this time. A key point raised by Charlotte is that he has taken the time to find the right questions to ask. Moreover he has ensured that her research interests continue to be represented at important meetings. "I will continue to work during my period of maternity leave but the new measures in place mean that I feel reassured and everything will be OK!"

4 Further SET-specific initiatives

5 The self-assessment process

In May 2008 the CAOC suggested, and the HoD funded, a visit by Paul Walton, HoD York Chemistry, to talk about what they had done. Paul also made a presentation to a College audience and discussed with the CAOC his experiences in taking York to gold.

The HoD is an active member of the department’s CAOC, which he and Dr Patricia Hunt set up in March 2008. It was originally named the Academic Women’s Committee. The primary focus of the committee remains academic women, but initiatives are expected to lead to improvements for all academics.

The committee was carefully selected to include a cross section of the whole department, it has both male and female members, it includes professors, readers, a fellowship holder and post-doc representatives, it also includes members both male and female with young children, plus Liz Elvidge from the College Post-Doctoral Development Centre. It has assumed the SAT role.

The committee’s role is to discuss, receive and disseminate issues relating to academic women. It focuses on practical things and has a very clear view of what it can do, and what it can’t. A number of the recent changes included in this application are a result of their work. The role of the committee has grown (it now covers post-docs and PhDs as well as academic staff), and hence the name change.
The SWAN Discussion Workshops raised awareness of issues among those who attended, some of the attendees were concerned that the workshop was just ticking the box / jumping through hoops exercise. It is hoped that this misapprehension is being corrected through the circulation of the action plan.

**SAT members**

**Patricia Hunt**
Dr Patricia Hunt holds a Royal Society University Research Fellow in Theoretical and Computational Chemistry. Her research focuses on the computational study of liquids (aqueous and ionic liquids), and novel catalysts. She is the chair of the CAOC, and sits on the Faculty Academic Women’s Committee. Tricia is originally from New Zealand, but has now spent more than 10 years in the UK. She has a very supportive partner who works as a software developer in a Law firm.

**Tom Welton**
Professor Tom Welton, Head of Department and Chair in Sustainable Chemistry, his research involves the development and investigation of ionic liquids, and in 2007 he was awarded the Royal Society of Chemistry Ingold Lectureship. He is on the editorial board of Green Chemistry, he is a member of the Steering Committee for the Heads of Chemistry UK, and recently spoke at the Launch of UK Resource Centre for Women in SET and the Royal Society of Chemistry's report into the chemistry PhD. Due to cancer, Tom experienced an extended career break in 2006, beginning with 4 months away from work and followed by a gradual transition back to full-time working over the next 6 months. Tom’s partner is a senior manager for a water services supplier.

**Eileen Boyce**
Departmental Operations Manager in Chemistry since November 2007. Eileen is responsible for ensuring the provision of a professional operational service to support the Department’s teaching and research activities. A philosophy graduate of University College Cork (Ireland), Eileen has previously worked for a number of academic institutions including Kings College London and Aberdeen University. She also has experience of working outside the education sector for organisations such as the NHS and Virgin Music. Eileen lives with her partner who also works in the Higher Education sector.

**Sue Gibson**
Professor Sue Gibson, is interested in diverse aspects of organic synthesis and applications of transition metal chemistry. She has received many awards, the most recent being the Inaugural Royal Society Rosalind Franklin Award in 2003. She is currently President of the Organic Division of the Royal Society of Chemistry and has been a member of the national Athena Project Committee. Sue is married to a (highly successful) academic chemist formerly at Imperial, and now at BP Chemicals. Sue is also parent.

**Alan Armstrong**
Professor Alan Armstrong, concentrates on the development of new synthetic methodology as well as on target oriented organic synthesis, including total synthesis of natural products. He has received numerous awards, the most recent of which are the Royal Society of Chemistry Corday-Morgan Medal in 2003 and the Novartis Lectureship in 2008. Alan see’s himself as the stereotypical "non-disadvantaged" member of the committee - male, white, no kids. His wife is a management consultant who completed her degree in Mining Geology at Imperial, a challenging
career route for a woman in the 80s, she is now the only female Partner in her firm. Alan, therefore has great experience of supporting a successful woman.

**Milo Shaffer**  
Dr Milo Shaffer is a Reader in Nanomaterials Chemistry. He has extensive experience of carbon and inorganic nanotube/nanorod synthesis, modification, characterisation, and application. He was awarded the Royal Society of Chemistry Meldola Medal in 2005 and a prestigious Engineering and Physical Sciences Research Council (EPSRC) Leadership Fellowship in 2008. Milo is married to a clinical psychologist (primarily working in a hospital setting but with research responsibilities) and has one daughter (age 1). He is the Warden of an undergraduate Hall of Residence, responsible for the welfare of approximately 200 students with whom he lives.

**Charlotte Williams**  
Dr Charlotte Williams is a senior lecturer in Catalysis and Polymer Synthesis her research focuses on polymer chemistry including polymerisation catalysts and the synthesis of biodegradable and biocompatible polymers for applications in medicine and in electronics. She was awarded the Royal Society of Chemistry (RSC) Young Researcher Award in 2001, the RSC Meldola Medal in 2005 and has recently been awarded (2009) the RSC's Energy, Environment and Sustainability Early Career Award. Charlotte is currently away on maternity leave after having her second child.

**Liz Elvidge**  
Dr Liz Elvidge is the Manager of the Post-doc Development Centre at Imperial College. Originally a Geologist, Liz has worked at 5 different Universities including Cambridge where she was Head of Academic Staff Development. She is the editor of 2 books "Exploring academic development in higher education: issues of engagement" and "Exploring good leadership and management practice in higher education: issues of engagement." Liz works with female post-docs as part of the individual mentoring and coaching scheme. Unable to have children, she is lucky to have two grown up step children. She is married to the Registrar of another London university.

**Nicholas Brooks**  
Nicholas is a post-doctoral research associate (since Oct 2006) in the Membrane Biophysics group. His research focuses on the effects of high pressure in biological systems. Nick’s medium term goal is to secure an academic fellowship and he hopes to continue in academia. Nick doesn’t have any children but he has a partner who completed a PhD at Imperial in 2008 and who is now a research scientist in a pharmaceutical company.

6 **Action plan,** See attached

7 **Any other comments** N/A