

2024-25 EDI priorities for Department of Bioengineering, submitted by Claudia Clopath

KEY: A: SAT discussion B: survey (students and staff culture survey) C: Focus groups with staff and students D: Data, E: lessons learned from previous AP

Item number	Objective	Actions to be taken to achieve objective	REF	Person responsible	Timeframe or Start date	Success measure
Priority 1 – Formalizing EDI structures to ensure sustainability						
1.01	To further build upon the EDCC as an established and integral part of the Department's strategy and commitment to its staff and students. Fully embed EDCC, including gender equity, in all aspects of life in the Department.	Create page on Department website detailing EDCC's remit, membership and Athena Swan goals	A, E	chair of EDCC	Done by spring 2025	Webpage and subpages created with content creation review/creation items tabled and reviewed at EDCC meetings
1.02		To formally structure and implement a EDCC committee / DMC workflow plan document identifying key objectives, implementation and goals for the given academic year	E	Chair of EDCC	At the beginning of each academic year	Monitoring of items achieved i.e. events ran, policy created at the end of year academic year
1.03		To ensure the role turnovers are smooth, develop a documentation for each administrative role to make sure handover is efficient.	B, C	Academic Load Director	Documentation done by summer 2025	Handover documents to have been implemented and used. All documents to be stored centrally.
1.04		Update current Postdoc mailing lists and appoint	C	DOM	Full list Spring 2025, monitoring	90% of the PostDocs are in the mailing list

		data manager to maintain. This will make sure our Postdoc Reps are fully representing the postdoc interests and reporting gender issues.			whether the list is up-to-date twice per year	(due to the high turnover, it might be possible that some snapshot in time do not account for 100% of PostDocs)
1.05		Introduce EDCC as agenda item at DMC and Department Assembly meetings	A	Chair of EDCC	One per month during term time	EDCC agenda item to be tabled at DMC / Assemblies with feedback requested
Priority 2 - Improving gender representation and visibility						
2.01	In order to increase gender representation at the staff level, we first need to ensure a stability of equal gender representation in the pipeline, i.e. our students. To that end, continue to ensure a 1:1 offers of female / male undergraduate offers.	Of the 7 UG dept bursaries currently available, ensure 3 are awarded to female candidates	C, D	Outreach Coordinator	Once per year at the offering time (Spring/Summer)	Comparable acceptance rate of male-female UG offers
2.02		Build sustained relationships with a range of secondary schools as part of our optional Science Comms Y3 UG module placements.	C	Outreach Coordinator	Starting winter 2025	Look to have 50% of Placements in target state secondary schools with the aim of engaging with 50% female students overall across all school placements.

2.05	Increase outreach support both in terms of staff participation and acknowledgement	<p>Making sure there is a diversity of staff members participating to the Outreach programmes</p> <p>Outreach activities to be monitored and acknowledged via ARC's by the leadership</p>	C, B	Outreach Coordinator and DMC	Monitoring starting spring 2025	<p>10 staff members to support outreach events throughout the year</p> <p>Outreach support to be listed on ARC forms as a tangible target</p>
2.07	Ensure a high recruitment rate of female research students.	<p>Targeted advertising to women in engineering groups</p> <p>Ensure recruitment panels have all members who have completed unconscious bias training</p>	D	DOM	At the start of every recruitment rounds	<p>50% of female research students,</p> <p>100% of recruitment panels have one female member of staff, and all have completed unconscious bias training</p>
2.08	Strive for an increase in female proportion of applications for academic staff (currently 24%).	<p>Develop a list of potential female candidates to actively approach; use nomination route where appropriate.</p> <p>Recommend selection panels to have minimum 20% of applicants and short-listed candidates to be female.</p>	D	HoD	Once per year, in summer, before every hiring round	At least 30% of new academic staff appointed should be female.

2.09	Improve female representation on our website	Add webpages to spotlight female academics and alumni in STEM research. Include interviews with female leaders on “what led you to a career in engineering”	D, A	DOM to appoint	Websites done by summer 2025 followed by regular updates	100% of programme websites and section pages to include testimonials from female PGT and PGR students and alumni by 2027
Priority 3 - Culture and Wellbeing						
3.01	Promote respect and diversity amongst the Department's undergraduates.	Introduce a student representative focus group every two years with a remit of making improvements to the student experience and gender equality (feeding into 1.6 to implement the change)	C, B	EDCC Chair together with student reps	Spring 2025	Conclusions from focused groups showing that student experience including culture around gender equality is improved
3.02	To manage workloads more efficiently and address work-life balance concerns (as shown in the focus groups affecting female more than male)	In addition to a fair and transparent distribution of tasks, encourage staff to take work-life balance training currently offered by Imperial training providers	C, D	EDCC Chair	Fall 2025 and then each year	We will organise an all staff focus group during a staff away day and evaluate whether work-life balance has improved in the Department.

		Promote available support through newsletters and intranet			To review when newsletters are coming out	
3.03		Promote the carers support scheme offering support for carers attending work-related events taking place outside of College (e.g conferences) and Financial support for College-based events relevant to career development held outside of core hours or during half term holidays. Carers support scheme added to new starter packs, newsletters and Departmental website. Ability to either use the carers support scheme or to use the academic staff account.	C, D	EDCC Chair	Promotion done by summer 2025	We will organise an all staff focus group during a staff away day whether carer support has improved in the Department.
3.04	Introduce a rolling program of Unconscious Bias & Active Bystander training for staff every 3 years.	All staff receive ongoing training in addition to their induction training.	E	DOM	Training scheme in place from fall 2025	Review attendance annually and ensure targets are met. Include Unconscious Bias and Active

						Bystander Training as part of all inductions
3.05	Provide clarity and transparency about workload allocation for Professional Services staff.	DOM to provide clarity and transparency about workload allocation for Professional Services staff by a communication at one the Professional Services monthly meeting once per year	B,C	HoD / DOM	Spring of each year	We will organise an all staff focus group during a staff away day whether transparency for professional services staff has improved in the Department.
3.06	Consider the impact of shared maternity/ paternity leave on the Department.	Distribute email communication to staff and add to Department webpages	C	DoM	Fall 2025 and the once per year	80% of staff which are parents are aware of the leave.
3.07	To introduce wellbeing staff drop in sessions	Introduce surgeries, where staff can raise comment or concerns in person, to either HoD, DOM or EDCC chair	A, C	EDCC chair to coordinate with HoD and DOM	Surgeries starting fall 2025	Increase in staff survey of the feeling that my Department cares about me (currently 66%)
3.08	Mental health student support	Wellbeing officers to organise 1:2:1 surgeries to assist with student mental health and academic problems, self-confidence,	A, C	Wellbeing Officers	Surgeries starting spring 2025	50% of students confirming positively there are good/excellent resources available

		bereavement, financial and accommodation issues. Currently less female student are comfortable expressing their opinions (62% for female vs 79% for male)				within the Department
3.09	Improve perception that staff are consulted on major decisions that affect the Department.	Agenda item added to and discussed at Departmental assemblies Line managers to discuss with staff at regular catch-up meetings	C	HoD	Scheme put in place by summer 2025	70% academic staff feel that their opinions are sought and valued in the Department of Bioengineering, particularly for decisions that are likely to affect them. Female and Male opinions are similar (i.e. not diverging more than 10%)
3.10	Provide additional support to postdocs in their career aspirations	Further develop the link with the Postdoctoral Development Centre (PDC) providing career support in the College PostDoc to discuss PDC service once and PhD reps to discuss carer opportunities once per year either at the postdoc/PhD	C	EDCC Chair to appoint Postdoc rep	Fall of each year	Postdocs / PhD report positively they feel there is adequate career development opportunities via staff survey

		coffee/social morning or at the poster symposium				
3.11	Increase support and sense of belonging for female staff and students within bioengineering	To organise a programme of support for female staff and students (across the academic pipeline – student, postdoc, academic staff) ranging from coffee mornings, poster sessions, seminars and socials	B, C	DMC to appoint Women Network Coordinator	Programme in place by spring 2025	3 events and support activities run each year for female staff and students In the survey, increase of numbers of female staff (currently 76%) and students that feels they belong on the Department
Priority 4 - Intersectionality						
4.01	Provide better support for non-binary and other gender identities.	Invite Imperial 600 members to attend relevant visibility events.	A, C	EDCC Chair	Invitations starting fall 2025	One event per year ran, engaging with the LGBTQ+ community
4.02						
4.03		Install facilities to hold sanitary products in the toilets.	A	Office Manager	Installation by summer 2025	Decrease of the feeling that they uncomfortable because of their

		Maintain gender inclusive toilets across the two different campuses.				gender (as measure by the survey, currently 15% of female students)
4.04	Continue to ensure a representative ratio of Black and Mixed Black Heritage PhD students	Offer PhD students on the James West scholarship for Black and Mixed Black Heritage PhD for the next 5 years to make sure they correspond to ~4% of the ~150 home fees students, with 4% being the national demographics)	A, C	James West scholarship chair	Scheme in place by fall 2024	Ratio of Black and Mixed Black Heritage PhD students represent national demographic ratio (currently 4%)
4.05	Mentoring Black and Mixed Black Heritage PhD students	Offers training for ESA/LSRs/conferences by reading/editing and listening to the talks. Build an external group of 'champions' to put the scholars in touch with to reach out to for community.	A, C	James West scholarship chair	Spring 2025	Success rate of ESA and LSR for Black and Mixed Black Heritage PhD students matching the overall average. Success rate for male and female are equivalent (not diverging more than 10%)
4.06	Improving the experience of Black and Mixed Black Heritage PhD students	Organise an event per year to celebrate success of Black researchers, such as Empower and Black to the Future II	A, C	James West Fellowship chair	Events starting by spring 2025	We will run interviews of James West scholars (as currently published on our website) and evaluate the quality of experience. Experience of female

						and male student should be similar.
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