

Progress Report Executive Summary:

The Department has led by example: staff have given regular talks at national events organised by the IoP and the Royal Society, have made presentations to other Physics departments, and have shared best practice with other universities (Cambridge, UCL, Warwick, Manchester, Birmingham) as well as with other disciplines at Imperial College. The Department participated in the national Asset survey and the Athena Index pilot, hosted a panel from Hokkaido University promoting gender equality in Japan and interacted with the French CNRS arm of the FP7 Science in Society project – INTEGER (Institutional transformation for Effecting Gender Equality in Research). The chair of the JC has published an opinion piece in the April 2012 Physics World (reaching a 110,000 readership), discussing the gender position within the discipline.

Baseline data and supporting evidence:

The Department is strong in terms of delivery of processes related to gathering baseline gender data. This is an impressive feat given our size. During the last 3 years actions have translated from the JC across the Department. Practices are now embedded within different administrative hubs – providing an in-depth appreciation of the UG gender statistics (Admissions team), UG final year motivation survey (DUG team), PhD five year review and generic reasons for drop out (DPS team), RA destination statistics (OM team), and recruitment of academic and RA staff (OM team). National, College and Departmental surveys have helped us form a clearer understanding of outstanding gender issues.

Key career transitions - Appointments and promotions:

The Departmental web pages are now populated with guidance on all main processes including induction, appointments and promotions as well as teaching information. Staff use the site more regularly. We have increased the percentage of offers to women PGR applicants within the last three years. To maximise the field, we have also initiated the practice of interviewing *all* home female UG applicants with predicted three A grade A levels. New outreach activities targeting the GCSE age group have been planned during this period. All academic appointment panels now include women. One female staff was hired; two were promoted to reader and one to professor.

Career development and advice:

Academic women now meet up on a regular monthly basis. Three female (out of 10) academic staff were made Departmental Champions in recognition of their expertise in specific areas and they offer coaching support to other staff. The RA committee now engaged closely with the PDDC. The PDDC provision for female RAs has been shaped in part by the taster training package for female RAs trialled first within Physics. Heads of groups summarise and discuss generic issues raised from the PRDPs conducted with staff. Support for all PGR students now includes new networking events with staff and industry.

Culture, communications and departmental organization:

During this time communication links between UGs, PGs, RAs & the Department have been improved immensely. Department-wide staff training workshops and events that include UGs, PGs and staff have increased connectivity. Minutes of meetings and news highlights are now updated regularly on main departmental websites. New prizes have been created for staff and students, celebrated annually. Four female academics won prestigious awards.

Career breaks and flexible working:

The progress in this domain has been very positive with an increase of male (0 to 4) and female (4 to 6) staff taking up part-time work. Surveys indicate that all staff work flexible hours. HoD encourages this as best practice. We have 100% take up of paternity leave, of Elsie Widdowson Fellowships, and of an equivalent scheme set up for female RAs returning after maternity leave. The latter has been adopted across College as an area of best practice.

Chronological List of Departmental Actions taken since Inception of the Juno Committee

1. **Formation of the Juno committee (2007)**
2. Interviewed academic women in the department
3. Annual collation of statistics of UG, PG, RA, and staff numbers by gender and report to HoGs
4. Departmental Survey (2008/9)
5. Transparency on the hiring process for academic staff (2008)
6. Job description for heads of group (2008)
7. Creation of the post doc committee (2009)
8. Promoting work/life balance (web site on flexible work practice)
9. Engaging with all staff groups (through lunches such as the women academic lunch, PG female lunch) – ongoing.
10. **Winning Silver SWAN - Juno championship awards (2009)**
11. Growing the Juno committee to include RAs (2009)
12. Guidelines for hiring of post doctoral staff (2009)
13. Inclusive wording on all adverts for all jobs (2010)
14. Engagement with other departments within College to support best practice and SWAN activities/submissions (ongoing)
15. Engagement with other universities (Surrey, Warwick, UCL, Cambridge, Oxford) on their SWAN applications (ongoing)
16. **Participation in the Asset survey (national survey 2010)**
17. Departmental teaching awards extended to all staff (including technical and post docs) (2010)
18. Detailed survey of UG motivation for studying physics and career aspirations (2010)
19. Detailed analysis of admissions/recruitment procedures for UG (ongoing) (initiated 2010)
20. 12 month buy-out from teaching for all RAs returning from Maternity leave (initiated by Physics, extended College-wide).
21. Formalising the role of the post graduate students reps committee so that they are a more active forum for PG students.
22. Encouraging links between PG and Post docs and the setting up of a buddy scheme between them (2010).
23. Initiating a regular meeting forum for technicians, and technical representation on the Juno committee (2010)
24. Teaching load review (2010)
25. **Participation in the Athena Index pilot (April 2011)**
26. Detailed analysis of statistics of exam performance of UG, by year and by degree qualification (2011)
27. Guidelines for choosing fellowship candidates (for RS, CAF submissions) (2011)
28. Review of outreach activities in schools (ongoing)
29. Setting up of the Departmental Champions for coaching support across the department (2011)
30. Review of nursery place placement procedures (2011)
31. Creation of departmental level training packages (first one on health and safety completed 2010, second one on supervisor refresher training delivered Autumn 2011)
32. **Participation in College Staff Survey (2011)**
33. Initiating an industry club to create a fund that will (amongst other things) provide a source for Student Hardship funds (ongoing) (2011).
34. Review of mentoring/coaching schemes at College and Departmental level (2011 – ongoing)
35. Review of the take up of career development activities available through the College wide Post Doc Development Centre (set up in 2009) and survey of the requirements of post docs in the department by the post doc committee (initiated 2011 – ongoing)
36. Review of the implications for College Level Staff Review 2011 and actions for the JC SWAN action plan.
37. Initiating ECR (early career research) network (includes fellowship holders and lecturers on probation) – ongoing.

Progress against 2009 SWAN Actions: Compiled from cumulative reviews June 2010, Jan 2011, June 2011, Jan 2012.

Ref	Description	Responsibility*	Time Table
1	Baseline of Evidence/Leadership		
1.1	<p>UG and PG Student data Annual report to</p> <ul style="list-style-type: none"> - Teaching Committee - Physics PG Committee - HOGs - UG Admissions Team - Dept Staff Meeting - Published on website - Juno Committee 	<p>UG Admissions Tutor DPS</p>	<p>Autumn 2009 onwards 2008 stats were gathered for SWAN application documents and are on the web as part of the 2009 SWAN application paperwork.</p> <p>2009 UG, PG stats submitted to HoGs and Juno committee ✓ 2009 RA and staff stats pulled together by August 2010 ✓ 2010 UG, PG, RA and staff stats completed Feb 2011 and circulated to HoGs in 2011 ✓ 2011 UG, PG, RA and staff stats completed Jan 2012 and circulated to HoGs Feb 2012 ✓</p> <p>Some of the data has been shown at staff meetings. All of it will be published on the web as part of the 2012 Gold SWAN application</p> <p>ONGOING in new plan Action item 1.1 and 1.2</p>
1.2	UG exit questionnaire	<p>Juno committee with support of Dr Mag Bak Maier – College Organisational Consultant (originally a member of Juno committee) http://www3.imperial.ac.uk/people/m.bak-maier</p>	<p>Aim was to start Jan 2010 Questions were discussed with the committee Survey completed May 2010 for 3rd and 4th years Presented to 3rd and 4th year UGs in June 2010 ✓ The survey was commented on in the Physics World Article – “Mending the broken pipe”, Physics World April 2012</p> <p>ONGOING will be rerun May 2013 - new Action plan item 1.6</p>
1.3	Female UG exit interviews introduced	DUG Admission Tutor	<p>To start June 2009</p> <p>Teaching committee and DUG completed in Feb 2010 for all UG focus was on “improving feedback to students” – there was no specific gender focus. ✓</p> <p>COMPLETED</p>
1.4	Data monitoring extended to Masters courses	Master Course departmental administrator supported by Master Course Directors	<p>Oct 2009 onwards 2009 intake was monitored by gender and BEM and reported at HoGs Oct 2009 2010 and 2011 intake – reported as part of annual application and admission stats presented to October HoGs meetings ✓</p> <p>ONGOING in new plan Action item 1.3</p>

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1.5	<p>PRES survey M/F analysis</p> <p>Local PG survey International Student Barometer (ISB) PRES run in 2011</p>	<p>Director of UG Studies</p> <p>PG Reps Committee supported by Director PG studies</p>	<p>Exploration summer 09</p> <p>First local survey report end 09. Otherwise annually ROLE, MOLE run 2009 no gender breakdown LFC has requested gender stats to AoC Spring 2010 LFC has requested gender stats to AoC Autumn 2010</p> <p>ISB and PRES broken down by gender on request by department, report made to HoD, DUG and PPG by international office. No specific gender issues in terms of student satisfaction. ✓</p>
1.6	<p>PGs experience</p> <p>Dept Prospectus and web pages</p> <p>Interview process</p> <p>PhD experience</p>	<p>Director of PG Studies</p> <p>HoGs group administrators.</p> <p>Chemistry dept lead</p>	<p>Ongoing from Summer 09</p> <p>Not initiated as planned because of a lack of departmental administrative support. Due to many aspects of restructuring in the department, the administrative support was very stretched and web site development was a lower priority than many other pressing issues. Since the department have invested in departmental administration with a job description that includes dedicated time to support Juno activities – we have been able to move much more quickly on these action items. All the departmental web sites are much more welcoming and inclusive. ✓</p> <p>The hard copy of the PG prospectus is controlled at College level, and is highly page restricted because of cost. The electronic copy has been significantly revamped and is much more attractive. ✓</p> <p>HoGs agreed to ensure that for the 2010 round of PG admissions, the existing female PGs and RAs in the group would participate in the PG interview process, such as involvement in the lab tour or lunch break, so that prospective female PGs meet existing students and RAs within the department. The HoG will be enabled in this process by the group administrators. This process is in place. May have had positive influence on offer statistics. Initiated at HoGs – annually. It has not affected admission statistics. COMPLETED</p> <p>The action item refers to sharing best practice between departments. This is done naturally through the regular termly meetings of the Faculty AoC committee meetings. We have agreed that no further action needs to be taken in this regard</p>
1.7	PG drop out rate	Departmental PG Welfare Officer	<p>Start 2009/10 ac yr Report received for 2008-09 from Danny Segal Departmental PG Welfare Officer Report received for 2010 -11 from Danny Segal No specific gender issues ✓</p> <p>ONGOING as part of annual report of PGR monitoring statistics</p>
1.8	Departmental Web based survey for all staff groups rerun, with other College depts.	Juno Ctte with College Staff Development	<p>Input to national Asset questionnaire summer 2009 Developed over the summer 2010</p> <p>Physics Department had direct input to the National Asset survey questions 2010 Some of the original questions used in our 2008 survey (devised by Dr Bak Maiers) helped inform the National Asset survey questions also Physics participated in the National Asset survey 2010 ✓</p>

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			<p>Physics participated in Athena Index pilot 2011 ✓ Physics participated in the College wide staff survey 2011 ✓</p> <p>See key items from these surveys highlighted at the end of this table.</p> <p>Run departmental survey 2013/14 ONGOING in new plan Action item 1.3</p>
1.9	<p>RA destination statistics review and improve Annual report to HoGs Juno Committee</p>	<p>Departmental Administrator Supported by</p> <ul style="list-style-type: none"> - RA ctte - College HR 	<p>Start Dec 09. Problems because of limited departmental administrative support.</p> <p>Complete set of statistics produced 2011. Discussed at Juno committee and RAC. No specific gender issues ✓</p> <p>COMPLETED</p> <p>ONGOING as part of annual report of Departmental monitoring statistics new plan Action item 1.7</p>
1.10	<p>Post docs and Academic staff - monitor and report appointments Report to</p> <ul style="list-style-type: none"> - RA Committee (for RAs) - HoGs (for all staff) - Juno Committee (for all) 	<p>Departmental Administrator supported by group administrators</p>	<p>Start Autumn 09</p> <p>Academic statistics produced 2010 , 2011, 2012 ✓</p> <p>RA appointment paperwork is only partially complete. Not all paperwork is returned centrally. So this action is only partly completed.</p> <p>ONGOING in new plan Action items 1.4 and 2.1</p>

Ref	Description	Responsibility	Time Table
2	Appointments		
2.1	<p>Recruitment and Appointment of Staff Transparency of processes</p>	<p>Research Strategy Ctte to approve process at panel and report to HoGs</p> <p>HoD to champion</p>	<p>Start Summer 09</p> <p>For RA posts: Teaching requirements have been made explicit on the job adverts during this period, helping to manage RA expectations once they have been recruited.</p> <p>Fellowship candidates recruitment guideline produced in 2011 and it is now on the web site ✓</p> <p>Academic staff recruitment is a subject of ongoing discussion, related to broadening the field of candidates. College HR are also in the process of reviewing departmental practice. The committee have been working on a recruitment guideline for academic staff appointment, but this will now be part of the future action plan</p> <p>ONGOING in new plan Action items 2.1, 2.2 and 2.4</p>

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2.2	Appointments maximise field	Departmental Administrator to lead and report to Juno cte and HoGs	<p>Start autumn 09: The Department will monitor the applications more closely for RA and academic appointments to see whether there are 'high' numbers of women coming through (having considered the size of the pool in different specialties).</p> <p>This activity was certainly started but incomplete in the sense that the department was not proactively seeking to maximise the field. Many of the appointments that have taken place have been with respect to Fellowship holders who have interviewed previously when posts have been advertised.</p> <p>ONGOING in new plan Action item 2.4</p> <p>We made a commitment to change the wording on adverts to include a statement on our family friendly policies.</p> <p>This activity was completed and all adverts include a SWAN and Juno awards related statement ✓</p>
2.3	Female representative on all appointment panels	Departmental Administrator to champion supported by HoGs & group administrators	<p>Start autumn 09</p> <p>Satisfied for appointment of academic staff ✓</p> <p>Not satisfied for all post doc appointments Not satisfied for shortlisting panels for either staff category</p> <p>NOTE MIT 2011 report advises against this type of action due to excessive work load for female staff</p> <p>ONGOING in new plan Action item 2.2</p>
2.4	Induction checklists	Departmental Administrator to develop with HoGs. HoGs to champion within their groups	<p>First draft Dec 09</p> <p>At that time the Faculty were in the process of finalising a new induction pack and it was planned that this would include Departmental specific information (key staff, key committees, key roles in the Department). We recognised at that time that that an induction checklist would be a useful addition for the HoG to use when meeting new RA or academic staff for the first time.</p> <p>This activity was held up due to a lack of departmental administrative support but has now been completed in Feb 2012. http://www3.imperial.ac.uk/physics/staff/induction</p> <p>COMPLETED</p>
Promotions			
2.5	<p>Encouraging:</p> <p>RAs to put themselves forward for pay awards and job regrading as well as lectureships/fellowships</p> <p>Academic female staff to put themselves forward for</p>	HoGs to encourage under championship of senior academic member of Juno Committee	<p>Start June 2010 before 2010/11 promotion round begins</p> <p>**All increments and bonus rewards have been frozen since 2009, so little point for RAs to know how to put themselves forward for that. **</p> <p>If an RA is at the end of a scale – the PRDP with line manager should be the correct forum to discuss the regrade. PRDP training for academic staff and for RAs are ongoing in new plan Action items 3.6 and 3.7</p> <p>Department run a Fellowship Workshop where current fellowship holders, HR and College staff offer advice. ✓</p>

	promotion		<p>College has a very well attended guidance to the promotion process workshop which is really fit for purpose</p> <p>ONGOING in new plan Action item 2.9</p>
2.6	Length of time to promotion	Departmental Administrator	<p>We intended to follow up whether there are any M/F differences in length of time to promotion taking into account career breaks and part time working. From our original 2009 action plan it seems that once in the system women move through it at the same pace .Monitored for 2009, 2010, 2011 ✓</p> <p>No gender related issues have been picked up.</p> <p>COMPLETED</p> <p>Monitor as part of annual statistics report. Action Plan Document A, item 2.6</p>
3	Career Development		
3.1	Mentoring to explore, develop and implement a scheme for department	Juno Committee to initiate. Professoriate to champion	<p>The 2008 staff opinion survey appeared to show the need for mentoring at all staff levels. The survey showed that informal mentoring worked well for 61%/58% M/F /post docs and 72%/60% M/F academic staff. Survey indicates a high percentage of academics are willing to act as mentors as well as mentees</p> <p>We aimed to start work on this during the Summer 2009. It then transpired that the College were planning on setting up a new College level system for mentoring and a separate type of scheme called coaching. Whereas mentoring involved a dedicated staff member meeting another member of staff on a regular basis, coaching was intended for short sessions with experienced staff on specific issues.</p> <p>Our 2010 investigations into the success of previous formal mentoring schemes run at Departmental level were not encouraging. Staff found the process bureaucratic and burdensome. We decided to wait and see what the College produced in terms of schemes. However, Staff Development took a very different line on mentoring, developing instead leadership style programs to enable staff to build on their strengths and maximise their work-related performance. The Equality and Diversity unit continued to promote a mentoring scheme but this is mainly used where an individual is not well supported in their local work environment.</p> <p>In 2011 we created our own Departmental Champions – more along the lines of coaching than full mentoring. These were individuals identified as have experience in particular areas that affect the day to day activities of academic staff. The scheme was intended as a pilot and so far has not been widely used. Part of our action plan going forward will be to discuss how to either make this scheme work as intended, modify it if necessary – or drop it.</p> <p>In 2011 we reviewed the schemes that were available to all staff and we also reviewed the Asset and College surveys. The College level schemes are now summarised on one web site for staff to access easily. The new surveys reveal that 70% of female RAs and 32% of male RAs consider an absence of a mentor and a lack of</p>

			<p>role models, to have been detrimental to their career progression.</p> <p>During the intervening period the Post Doc Development Centre has been set up for Post Docs. These issues have been taken up by them, and the RAC are liaising directly with the Centre to work up the sort of mentoring scheme that is required. This is no longer a Juno Committee action as it has been embedded within the wider community.</p> <p>For all of the above reason the committee has decided against setting up a full mentoring scheme within the department and will press College to improve its mentoring support.</p> <p>COMPLETED</p> <p>ONGOING in new plan Action items 3.1 and 3.2</p>
3.2	Maximising use of information from PDRPs	HoGs to summarise issues HOD to receive/act upon	<p>From 2009/10 PRDP round onwards</p> <p>Most HoGs have been reporting on this, creating anonymised documents identifying any generic issues. No specific activity has been taken based on these reports however. Circulating them and making better use of them will be an action going forward. It is not clear yet whether this activity will have any long term benefit over the sort of information we are receiving from the regular surveying of staff. Not picking up on generic issues being raised at PRDPs seems a wasted opportunity.</p> <p>ONGOING in new plan Action items 3.5</p>
3.3	Support for post grads	RA Cttees to champion Director of PG to support and to report forward to HoGs and staff meetings	<p>Excellent progress 2009, 2010, 2011 ✓</p> <p>Excellent progress on communication with PG students 2009, 2010, 2011</p> <p>The Director of PG students and the PGRepsC have met termly and identified a number of issues related to communication, budgets for social events, career guidance and access to industry networks.</p> <p>✓</p> <p>Good progress in this area has been achieved across all staff groups through new initiatives, including the RA Committee linking up with the PG Committee. ✓</p> <p>The 2011 PGR Symposium (new initiative) successfully opened up communication amongst staff, PGs, and external companies and organisations. ✓</p> <p>RA Committee set up RA-PG “Tea” programme to provide PGs with a friendly RA's ear, but take-up has been very low. ✓</p> <p>PG-F requested that staff had a PG supervisor refresher training. This was put in place for all academic staff Feb 2012 facilitated by the Educational Development unit and the PG Welfare officer and the Departmental Champion for PG Supervision. We had over 60% of the academic staff attend, it was a very successful event.</p> <p>These activities are now fully embedded within the department and should come out of the Juno action plan.</p>

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			COMPLETED
3.4	PRDP and RAs	Departmental Administrator to monitor training of PIs and RAs . RA Committee to support	<p>Department survey and 2010 Asset surveys suggest that 20% of male and 30% of female RAs do not find the PRDP useful (note that only ~ 25% of post docs participated in the surveys). We have about an 80% return of PRDPs, so a much larger fraction are engaging with the PRDP process than are represented by the survey response.</p> <p>We aim to continue to keep this as an action plan item going forward.</p> <p>ONGOING in new plan Action items 3.7</p>
3.5	RA Statement of Achievement document	PIs of all grants to lead HoGs to champion	<p>Piloted Spring / Summer 2010</p> <p>Piloted Spring / Summer 2010 Discussed at Juno committee and HoGs June 2010, Discuss again July Juno committee 2011 This was attempted; little success or RA enthusiasm. NB: HoGs DO review all PRDPs and provide feedback to RAs/Line managers and summaries of issues to HoD.</p> <p>We have decided to revert to PRDP to gather this information.</p> <p>COMPLETED</p>
3.6	Buddy scheme for RAs	RA Committee	<p>2010 start but little take-up. Note that the RA Committee has become strong and fully integrated into the Department structure.</p> <p>No need for Juno committee to take an active role in this ✓ This role has been transferred to the RA Committee itself, which is sufficiently numerous and aware to provide this personal and mentoring role from its own ranks.</p> <p>COMPLETED</p>
3.7	Training and development for female RAs	RA Committee working with College Post doc Development Centre Female RA rep on Juno Committee to lead.	<p>Exploratory activity started Autumn 2009 Good start made in early 2010 to follow it up Lapsed later in 2010 Reinvigorated in 2011 with new post doc committee membership. Increased and improved training has been offered by the Development Centre; monitoring reveals that the take-up by RA staff has been very low. This report acted to reinvigorate the discussion in 2011. Being taken forward by new post doc committee membership. Postdoc development centre has a “Springboard” programme that is comprised of 4 women-only sessions plus follow-ups. This provision is fit for purpose.</p> <p>COMPLETED</p>
3.8	Training of academic staff	HR Learning and Development consultant, member of Juno	<p>To start planning in Autumn 2009 Health and Safety training delivered to the whole department in 2011 ✓ Supervisor refresher training delivered to the whole department in 2012 ✓</p>

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			<p>Surveys indicate that staff are fully aware of training provision accessible to them. This is not a major issue. COMPLETED</p> <p>We are however suggesting training in new areas, such as unconscious bias</p> <p>ONGOING in new plan Document A Action items 3.6 and 3.8</p>
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Ref	Description	Responsibility	Time Table
4	Culture and communications		
4.1	Improving department communications	<p>Department Administrator</p> <p>HoGs to champion</p>	<p>To start Autumn 2009 – ongoing Restarted in 2012 with departmental administrator sending regular reports to Faculty and emailing department with this summary. Surveys indicate that the staff feel that communications to Faculty related issues need to be better communicated. Ensuring that HoGs minutes are available on web site will be constructive.</p> <p>Staff surveys indicate that it is communication to and from Faculty that needs improving. Faculty have just started to circulate a monthly bulletin so this should improve flow in one direction. HoGs need to make sure that concerns raised by staff at group meetings is communicated forward to Faculty from HoGs meetings.</p> <p>COMPLETED</p>
4.2	Valuing contributions	<p>HoGs to engage and encourage recognition awards HOD to lead</p>	<p>Start Summer 2010 Academic women are nominated for ~ 10% of the prizes, and once nominated they have a 50% or greater chance of being successful. In recent years we have made about 20-30 nominations per year and receive on average 5-10 prizes - so the success rate for male nominations is considerably lower. New round of prizes created for mentoring, tutoring as well as teaching 2010, 2011, 2012 All categories of staff (Academic, RA, technical and administrative) are eligible for these prizes ✓ New Prize initiated for PhD thesis in the area of experimental Physics Anne Thorne thesis prize 2011 ✓</p> <p>COMPLETED</p>
5	Flexibility		
5.1	Allocation of Teaching takes account of all caring responsibilities	<p>Director undergraduate studies reports to Teaching Committee and HoGs and follows up with College</p>	<p>Start Summer 2009 Allocation has now been demarked clearly on 2012 teaching load distribution. Timetable considerations take into account those needing to leave early or arrive late into the department with caring responsibilities. This has now been successfully embedded within the departmental culture, to the point that staff that it affects are not even aware that special actions have been taken on their behalf. It would be useful to communicate this good practice at staff meetings. It benefits about four or five people per year on average (but at the moment some of those think it is just happening by lucky good fortune). ✓</p> <p>ONGOING in new plan Action items 5.1</p>
5.2	Career breaks- Advice/information on managing	<p>Female academic network to lead</p>	<p>Currently exploring how best to do this, and time table will be confirmed Autumn 2009</p>

	maternity/paternity	and new Advisory Committee supported by the Juno Committee	<p>The academic women in the department have been meeting at a regular lunch time once a month, informal advice for women can be communicated through that forum.</p> <p>HoGs and line managers oversee all forms of support at the moment, but in 2009 there were no guidelines and no formal arrangements in place to ensure that these meetings happen. Clearly the 2010 Asset survey showed that information and advice is particularly required for post doctoral staff. We have now initiated a new checklist/guideline “long term leave form” which covers long term leave for all staff. Embedding it into the departmental culture is an action item going forward.</p> <p>ONGOING in new plan Action items 5.2</p>
5.3	Promoting Work Life Balance	HoD and HogS to take the lead	<p>Autumn 2009</p> <p>The 2008 survey showed that the Department provides a supportive and responsive environment for academic work and that the majority of staff are stimulated by their work and well-integrated into the departmental community.</p> <p>The 2010 Asset and 2011 College surveys reinforced this view</p> <p>No specific actions identified during the intervening period and we have decided that it is difficult to reinforce this idea in any obvious constructive way that would have impact on 130 staff and approximately 200 post docs.</p> <p>NO FURTHER ACTION WILL BE TAKEN -</p>

- * Responsible for delivery: Note that we have annotated this area to state who actually delivered the activity (rather than who was originally written into the plan).

Abbreviations

AoC = Academic Opportunity Committee

ASTRO = Astronomy

BEM = Black and Ethnic Minorities

CAF = Career Acceleration Fellow

CMTH = Condensed Matter Theory

DA = Departmental Administrator

DPS= Director of Post Graduate Studies

DUG= Director of Undergraduate Studies

ECR= Early career researcher

EDU = Educational Development Unit

EXSS = Experimental Solid State

FONS = Faculty of Natural Sciences

HESA= Higher Education Statistics Agency

HEP = High Energy Physics

HoD = Head of Department

HoG = Head of Research Group

HR= Human Resources

IoP = Institute of Physics

ISB = international student barometer

JC = Juno Committee

MOLE = masters on-line evaluation

MSC= Masters Staff Committee

NSS = National student survey

OS= Overseas student

OM = Operations Manager

PDDC = Post Doc Development Centre

PG= Post graduate

PGR= Post Graduate research

PGRepsC= Post graduate student representatives committee

PGSC = Post Graduate Studies Committee

PGT= post graduate taught

PHOT = Photonics

PLAS = Plasma Physics

PRDP= Personal review and development plan

PRES = Post Graduate Research Evaluation Survey

QOLS = Quantum Optics and Laser Science

RA = Research Associate, post doc

Staff Committee

RAC= Research Associates (or post doc committee)

RG = research group

ROLE = research on-line evaluation

SET= Science Engineering and Technology

SLTP = Support for learning and teaching programme

SOLE = Student on-line evaluation

SPAT = Space and Atmospheric

STEM= Science, technology, engineering and mathematics

SSC = staff student committee

TC= teaching committee

THEO = Theory

UG= undergraduate

