

Department of Educational Research, Lancaster University Athena SWAN Action Plan 2021

Ref.	Planned action/ objective	Rationale	Key output and milestones	Timescale start date	Timescale end date	Person responsible	Success criteria and
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	Committee (previously the SAT)	readiness for enacting 3.2					
3.4	<p>a) Organise and deliver webinars on gender and other aspects of EDI in the workplace twice a year.</p> <p>b) Establish indicators of change for inclusion in staff survey.</p>	To embed EDI values within the Department	<p>a) Minimum of two webinars to be held with at least one looking at an intersectional issue</p> <p>b) Agreed set of indicators for change in inclusion in staff survey</p>	<p>March and June 2022</p> <p>November 22 and March 23</p> <p>November 23 and March 24</p> <p>November 24 and March 25</p> <p>November 25 and March 26</p>	<p>To be reviewed after 3 years, potentially concluding in 2026 dependent on careful evaluation</p> <p>November 2026</p>	EDI Director	<p>a) Two webinars per year attended by representatives of 3 research centres/programme teams Webinar evaluations to report increased awareness of the issue (>80%) and to identify next steps for increasing awareness.</p> <p>b) Reporting of progress against indicators</p>
3.5	Organise an annual discussion at departmental level to monitor	To coconstruct and monitor EDI progress. This will feed into	Organise an annual face-to-face meeting and interviews with staff and student	June 2022 onwards	June 2026	EDI Director	Annual events to take place and engage members of staff (>60% staff

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	and evaluate EDI progress (along with individual interviews with staff and students)	item 3.4 as we identify what staff development activities are needed	representatives Discussion recorded and distributed to students				attendance)and student representatives from each programme in activities and interviews
3.6	EDI Committee to meet termly to review progress with Action Plan	To ensure regular and active agency in progressing EDI activities	Termly meetings, minuted and actioned	February 2022, June 2022 and November 2022 then each year	Nov 2026	EDI Director	EDI Committee to meet each term, Annual report against Action Plan to the Management Team for ongoing evaluation and review purposes

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	process for any bias	appeal to students	balance on the MA programme each year in line with HESA cost centre targets (30% M)				

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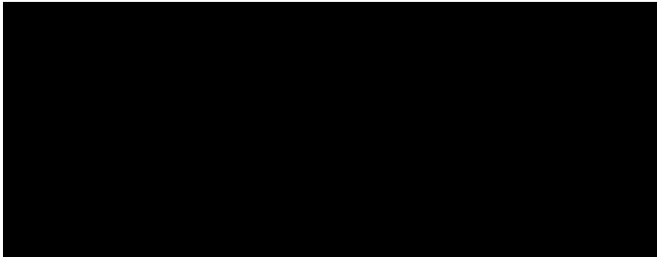
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			students' views on impact				on student retention and feedback confirming levels of support.

4.1.8 Investigate strategies to maintain good completion rates specifically on the PhD in HE

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	information and support for staff	policies and staff networks	Next appointment				

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			cases as part of strategies in 5.1.4				grade report good individual support for promotion based on 2020/21 benchmark of 50%



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	focus groups and address this						discussed, possible reporting to HR
5.3.4	Review and revise the mentoring scheme in whole department consultation. Consultative review biannually	To improve mentoring of staff	Consultation on new scheme in Staff Meeting	June 2022 June 2024	June 2026	ED Director	Development and evaluation of revised mentoring schemewith improved feedback on the scheme from all staff
5.3.5	To monitor uptake of career progression opportunities for students	To ensure we communicate the purpose and importance of these opportunities and ensure they are accessible to both men and women	Collect data on uptake of opportunities from students and consult with course reps	Feb2022 Feb2023 Feb2024 Feb2025	Feb 2026	Programme Directors	Feedback from course reps confirms students recognise importance of progression opportunities Identify at least 3 relevant issues and implement
5.3.6	To monitor whether the support needs of the MA students are different from those of the PhD students and if so	To ensure that MA students are supported as well as possible	Consultation with course reps	Feb2022 Feb2023 Feb2024 Feb2025	Feb 2026	MA Programme Director	Feedback from course rep confirms MA students feel well supported.

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							resulting actions to MT for review.
5.6.3	We will monitor the uptake of HR training by line managers and ensure there are no gender differences in gaining access to this training	To ensure training is taken up by all staff	Increases in uptake of HR training	July 2022 July 2023 July 2024 July 2025	July 2026	Director of Staff Development	Annual Report to MT with aim that all have access to HR training
5.6.4	Review the current practice of appointment of committee chairs to see if we can develop a system that allows for a greater variety of chairs for committees in the Department	To develop a system that allows for a greater diversity in committee chairs New system to be reviewed annually	Discussion and decision at the staff meeting; proposals developed by MT, including succession planning	March 2022 to develop system. Reviewed in March 2023 March 2024 March 2025	March 2026	Head of Department, MT and EDI Director	Gender of Committee chairs matches gender distribution of staff represented on Cttee (incl PS staff, where relevant) as reported to MT annually
5.6.5	Review the allocation of committee roles to ensure that	To develop a system that allows for transparency in	Discussion and decision at the staff meeting; proposals developed by MT,	March 2022 March 2023 March 2024	March 2026	Head of Department	Gender of Committee chairs matches gender distribution of staff

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there is a transparent process by which these roles are allocated and staff have the opportunity of expressing an interest in taking on these roles