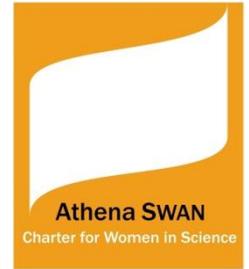


SBCS Athena SWAN self assessment group
Minutes of meeting held 23rd July 2012 14.00-15:30
FOGG 3.15



Present: Alison Birkett, Bertille Calinaud, Kelly Peaston, Richard Pickersgill, Angelika Stollewerk, Barbara Tennis, Evelyn Welch.

Part 1

1. Apologies for absence:

Rachel Ashworth, Anna Dulic-Sills, Matthew Evans, Alan McElligott,

2. Approval of the minutes of the meeting held on 20-06-2012: The minutes were accepted and would be published online. **ACTION RWP**

Part 2

1. Interview process for new appointments

Alison Birkett very recently ran a bespoke fair selection recruitment training course for members of SBCS. The training course used existing adverts as a basis for the training and it was pointed out that the current advert to recruit academic staff used language that would most likely appeal to mainly male candidates. The group discussed the current recruitment techniques used in SBCS and while there were many examples of best practice being followed, the recruitment process could be improved to be more inclusive e.g.

- Use appropriate gender neutral language in adverts and be mindful of the style and lay out.
- Have a gender balance on the interview panel
- Pay attention to the room layout – have the panel sitting around the table – not in a line and position the candidate closest to the door.
- Do not use a dinner/social event as part of the recruitment process
- Advertise in places/journals that it is known that women will view
- Advertise the benefits and include developmental opportunities (e.g. having a mentoring process established)
- Be aware that female candidates are less likely to negotiate on salary
- Set up a dry-run of the interview process and test it on a female 'candidate'.
- Where there are presentations it is usual practice not to have the other candidates as part of the audience (until now SBCS has allowed this)
- When short-listing, the panel should short-list separately and then come together as a group to avoid unconscious bias.

DECISION: RWP would inform the HoS of the findings regarding best practice and mention in particular

- i. the advice against having a dinner the night before
- ii. the advice not to have candidates in the audience for each other's talks
- iii. consider setting up a dry-run interview for feedback

It was noted that it would be useful to find out about other female colleagues' experiences of the interview process (e.g. Tiina Eilola and Magda Osman). In recent recruitment exercises two female academics had declined job offers in SBCS. It was thought that in one case the candidate had been offered a position elsewhere and in the other case there were logistical reasons for declining (check?). EW commented that it was possible to offer a market supplement by making a case to the Faculty VP, which could make the salary more attractive for female candidates.

Action: BC agreed to circulate the document *best practice in recruitment and creating inclusive environments*

Action: BT to consider whether to change the wording of the current advert on the College website.

Paul Walton from York had provided a copy of a presentation that he had prepared. He was due to visit QMUL to deliver a talk.

For the current recruitment campaigns in SBCS it had been possible to identify one female colleague for each panel, but was difficult to identify more than one. It was noted that for the permanent academic positions there should be a better gender balance where possible.

AB confirmed that she would be willing to assist with guidance for the panel for a dry-run.

It was noted that certain interview slots were more favourable than others and that on igrasp candidates could log in and choose their times.

2. Composition of SBCS Athena SWAN self assessment group

RWP had written to PGR students and PDRAs to ask if they would be interested in joining this group. It was agreed to invite Joanna Sacharz (PGR) and Tania Fitzgeorge-Balfour (PDRA) to attend future meetings. Tania would be coming to the end of her contract next year and would hopefully benefit from some of the new initiatives being planned.

EW commented that there was a Concordat to support Early Career researchers. Tracy Bussoli (Careers) runs careers information sessions and Ian Forristal is putting together a scheme to promote 3/6 month posts for bridging funds for researchers.

3. Topic for next meeting (mentoring or data)

There was a discussion about mentoring and it was noted that some good examples of this exist in SBCS. Having an advisory group for each division would also be beneficial for mentoring purposes. AS's view is that appraisers should act as mentors and would like appraisers and HoDs to take more responsibility to advise female colleagues.

EW commented that a College wide mentoring process was being introduced. It would be important to emphasise that it would not be a one-off conversation but an ongoing process driven by the mentee according to their

need. It was noted that the new appraisal system puts more emphasis on development and that this would be an opportunity to join up mentoring and appraisal. The *Mapping and Matching* scheme would incorporate a national mentoring scheme, informal networks, College and local schemes. Staff would have a choice whether they want to be mentored and given advice about the most appropriate schemes. It would be the College's role to identify a suitable scheme and it would be expected that appraisers would be able to pass on the information during appraisals. AS commented that she is a member of Academia Net (a network of excellent female researchers) which organises meetings that bring together female scientists, politicians and decision makers of research councils, among others. AS has been invited to attend a meeting in Berlin in November 2012. The WiSE coordinator Nela Brown is also attending this event and would be providing a report to the College.

SBCS at present allocates mentors to new lecturers/senior lecturers/support staff as part of the probationary process. It would be beneficial for mentors to receive training and this could be offered as a bespoke session. **ACTION:** BC would suggest a team to come and deliver training.

4. SBCS Athena SWAN action plan

BT had put together an action plan for SBCS. The SAG went through each point and gave an indication of whether the action was completed (green); in progress (amber); not started (red). All of the actions were either green or amber.

It was noted that there is currently no female academic member on the SBCS Executive and no female HoDs. AS commented that in line with the Athena Swan ethos female academics should be established in key positions (senior management, decision making committees).

EW commented that there is a pay review underway across the College and this will examine differences in male/female pay.

ACTION: BT would update the action plan and circulate at the next meeting.

5. AOB

It was noted that ADS had set up a new public facing web page. It was agreed that the Chair would take ownership of this page but would appreciate some assistance with the administration of it.

6. Date of the next meeting:

ACTION: KP to circulate a doodle poll.