

University of Warwick Physics Department Action Plan April 2016

WCG	Welfare and Communication Group
PDRA	Post Doctoral Research Assistant
PGSSLC	Post Graduate Staff and Student Liaison Committee
NSS	National Student Survey
PRES	Postgraduate Research Experience Survey
DLHE	Destination of Leavers of Higher Education
LDC	Learning and Development Centre
HR	Human Resources
WP	Widening Participation
HoD	Head of Department
OFFA	Office of Fair Access
DPR	Development and Performance Review
SPA	Strategic Planning and Analytics Office

Colour key:

Review of 2012 Juno action plan

Achieved, action taken	
Partially achieved, in progress	
Not achieved, superseded	

2016 Juno action plan

Further action / action in progress/ deadline in 1 st year of Action plan	By April 2017
Deadline in 2 nd year of action plan	By April 2018
Deadline in 3 rd year of action plan	By April 2019

Principle 1:	A robust organisational framework to deliver equality of opportunity and reward		
Update since 2012 Juno action plan	1.1 Establish organisational framework		
	1.1.1 Evidence of senior management commitment	WCG comprises staff at all levels including head of department, senior administrative officer, undergraduate and postgraduate admissions tutors, research staff, admin staff, outreach staff and postgraduate students, and most recently also technical staff. Due to rotation of roles and new staff, 50% of the current WCG have changed since the 2012 Juno submission. We see this as a positive move to further embed Juno principles into the culture of the department. Further action planned A1.1.1.	
	1.1.2 Effective consultation, communication, monitoring, evaluation and reporting mechanisms	Communication continues to be via physical meetings, email distribution lists and the departmental website news pages and the newsletter. Meetings of WCG take place every three months with minutes posted on the Physics web-page. WCG reports to Staff meeting. One group member also attends University Athena SWAN Network meetings to share best practice. A formal annual report on Welfare and Communication in Physics has been presented to all staff since 2012. Surveys are used to evaluate how successful our communication and consultation is. PULSE survey response rate of 71% (compared to 63% for the university) and 74% employee engagement index (compared to 72% for the university) in the PULSE 2015/16 survey (1.2.2); results made available to department in April 2016 for analysis/ action. Also NSS and PRES to collect student views. Further action planned A1.1.2.	
	1.1.3 Clear accountability for implementation and resources allocated (time and money)	Participation in WCG meetings is a recognised collegial and academic responsibility in the Physics work load model (see 4.2). A budget of £10K is approved annually for travel and conferences. Further action planned A1.1.3.	

1.2 Monitoring and evidence base					
	1.2.1 Monitor over time, quantitative data by gender for staff and students	Data is collected by the University for all departments and is available for all years since 2006/7; this shows gender data for undergraduate applicants and students, staff job applications, offers & appointments and promotion rates at all staff levels and employment statistics. Further action planned A1.2.1 .			
	1.2.2 Obtain qualitative data from staff.	Qualitative data from staff is identified through the PULSE Survey and Physics survey. These are run regularly and the results analysed and discussed. General issues emerging from staff individual DPRs are distilled. No additional action planned.			
	1.2.3 Identify any discrepancies in gender representation and/or progression and identify factors that might be causing them	Annual reviews of teaching and PGRs monitor student recruitment and progression data from 1.2.1. WCG monitors employment statistics from 1.2.1 and reviews student stats above. We have more work to do here (promotions and recruitment), further action planned A1.2.3			
Action	Action already taken and outcome at April 2016	Further action planned	Responsibility	Success Measure	Target date
A1.1.1	Role descriptions for senior academic administrative roles (including E&D responsibilities) have been produced.	Continue to maintain and review membership of WCG.	HoD and Chair of WCG	Continuity and full membership of group, awareness of issues and actions taken in support of initiatives.	October 2016
A1.1.2	A staff survey on awareness of Physics policies is carried out every two or three years (avoiding clash with PULSE 1.2.2). WCG analyses the results and these are discussed in Staff meeting.	Analysis of 2015/16 PULSE results, carry out focus groups to better understand issues if required, create PULSE action plan. A cross-institutional staff survey from University E&D team will be run in Physics	HoD/ WCG HR	Physics staff survey and PULSE results to indicate staff are well informed and satisfied in their roles.	June 2016

		and issues of concern addressed as with PULSE and the staff survey.			
A1.1.3	<p>Verbal report provided by Chair WCG at termly staff meeting.</p> <p>Relevant events are well publicized. Funds for Juno/Athena related travel and events are provided as required. HoD considers requests for supplementary funding of exceptional items.</p> <p>Support pledged for the International Conference on Women in Physics 2017, Birmingham.</p>	Information on the Juno/Athena SWAN activities supported by Physics will be collated annually in the annual report to staff.	WCG	<p>Reports from WCG presented at, and included in minutes of, termly Staff Meeting.</p> <p>Chair of WCG accountable for the budget to the HoD.</p>	October 2016
A1.2.1	<p>Systematic collection of Physics data on job applications, longlists, shortlists & appointments is collated. Started Jan 2014.</p> <p>Physics has pushed for annual reports to be made available from the University for all departments; data- bases made available August 2015.</p>	<p>To continue to collect and analyse information via HR (staff) and SPA (students).</p> <p>To engage in active dialogues with HR and SPA to ensure databases are accurate and available in useful formats.</p> <p>Analysis of absolute values and trends and action as required.</p>	<p>HR Administrator</p> <p>HoD/ WCG</p>	Databases which are accurate and useful.	October 2016

		<p>Gain further insight through online survey of all 1st year UG students in the first term to determine why they chose Warwick Physics and whether they attended an open day.</p> <p>Collation of DLHE data by gender, from Careers and Skills.</p> <p>Gender balance of research summer studentships to be monitored</p>	<p>Undergraduate admissions officer</p> <p>Careers and skills</p>	<p>Continued prominence of research related destinations in our DLHE statistics.</p> <p>Research summer studentships to show an appropriate gender balance</p>	
A1.2.3	Gender representation of all department committees is monitored and imbalances addressed.	<p>Report to WCG every year on committee balance.</p> <p>Staff in key academic administrative roles will report annually to WCG on data and relevant activity in their area (e.g. Director of UG studies, UG Admissions tutor).</p>	<p>HoD</p> <p>WCG chair</p>	Balanced committees at all levels	October 2017

Principle 2: Appointment and selection processes and procedures that encourage men and women to apply for academic posts at all levels			
	2.1 Ensure that processes and procedures are fully inclusive		
Update since 2012 Juno action plan	2.1.1 Ensure career breaks are taken into consideration	Appointments are monitored by HR. Career breaks are taken into consideration for appointment and selection and promotion. Further action planned, A2.1.1 .	
	2.1.2 Gender awareness included in training for all staff who serve on recruitment panels	Senior management and cluster heads have undergone face-to-face 'Recruitment and Selection' training supplied by LDC. All staff with any selection role are required to do this too. This is monitored and staff are reminded to re-take after three years. Further action planned, A2.1.2 .	
	2.1.3 Provide induction for all new staff, including research assistants, on appointment	Induction packs continue to be given to all new staff; these are tailored according to staff category. Post-graduates at Warwick who become a PDRA also receive a 'top-up' induction. Further action planned, A2.1.3 .	
	2.2 Take positive action to encourage under-represented groups to apply for jobs		
	2.2.1 Monitor applications, shortlists and appointments, looking at the proportion of women (internal and external) at each stage	Staff appointments for all departments are monitored by the University and these statistics are readily available. Current data goes back to 2006-7. Single gender shortlists for Physics posts must be approved by HoD. All Physics advertisements have a Diversity statement and the University displays the Athena SWAN logo on its recruitment web pages, as well as its front page. Physics also have the logos on publicity material. Further action planned, A2.2.1 .	
	2.2.2 Identify any discrepancies and investigate why this might be the case, taking action as necessary	Recruitment figures show that for the period 2013-2015 female applicants have a lower success rate than men at all levels. Work is being done to understand and address this, see A2.2.2 .	

	2.2.3 Address the underlying causes of gender imbalance in Physics	This was an ambitious aim! The Physics Outreach programme is headed by full time Outreach Officer (female), this post was made indefinite in March 2015, to ensure the security of our outreach programmer longer term. School visits (inbound and outbound) for all ages, primary to Year 13. Regular public events held such as our popular Christmas Lecture series. Engagement with and support of local Science (esp. Physics) teachers. We also work with our UG and PGR students e.g. SPRINT programme. Further action planned, A2.2.3			
	2.2.4 Improve student gender ratio in Warwick Physics. For 2015/16 our proportion of female UG and PGR students is equivalent to the national average (20% UG, 21% PGR).	We monitor the proportion of female students through our UG student recruitment and pay close attention to the representation of staff and students at open days. In recruitment, we recognise the full range of scholastic ability indicators for students whose grades alone might not qualify. Further action planned, A2.2.4			
	2.2.5 Ensure no gender bias in degree classification	We monitor degree classification in both MPhys and BSc programmes. There is little gender bias in terms of students achieving a 2i or above, although men are more likely to gain a 3 rd or below. More women complete the three year BSc than the four year MPhys, compared with men. Further action planned, A2.2.5			
	2.2.6 Address other WP issues	University Access Agreement with OFFA and associated action plans. Physics contribution through dedicated Outreach programme.			
	2.2.7 Improve opportunities for work experience	Our Work Experience programme for schoolchildren has been revamped, to offer a fixed week of placement opportunities across the department. A low take-up rate in some research areas indicates further action needed A2.2.7			
Action	Action already taken and outcome at April 2016	Further action planned	Responsibility	Success Measure	Target date
A2.1.1	Time related selection criteria explicitly accommodate career breaks.	Unconscious bias training given to all staff, as part of staff meeting	LDC	Training provided.	September 2016

A2.1.2	<p>All staff with any selection role are required to do online 'Recruitment and Selection' training supplied by LDC. This is monitored and staff are reminded to re-take after three years.</p> <p>Active vetting of all selection panel members against the above.</p> <p>'Recruitment and Selection' training is part of induction for all new staff.</p>	<p>Recruitment and Selection' e-module training extended to all staff.</p>	<p>HoD</p>	<p>Completion of training modules.</p>	<p>September 2017</p>
A2.1.3	<p>Induction packs are updated continuously and sent to new staff before arrival. Induction material is now provided on-line.</p> <p>HoD meets all new staff in person; new academic and support staff are introduced at Staff meeting.</p>	<p>Actively seeking feedback from new staff on induction process and making improvements.</p>	<p>HR Administrator</p>	<p>Feedback to indicate that staff feel welcome, informed and well integrated into their research group.</p>	<p>October 2016</p>
A2.2.1	<p>WCG monitor the gender balance of applicants/ appointments and identify discrepancies on an annual basis. Extended to also consider PGR student applications.</p>	<p>Working with HR to ensure our adverts encourage female applicants.</p>	<p>HR Administrator/ HoD</p>	<p>The gender balance of applications for staff and student positions to reflect the national average.</p>	<p>September 2018</p>

	<p>Physics are actively engaging with a Warwick Science faculty fellowship open day (summer 2016), a dedicated event for potential internal and external fellowship candidates. Potential candidates (male and female) will be nominated to attend.</p>	<p>Working with the Daphne Jackson Trust to explore opportunities to host a Daphne Jackson fellow in Physics.</p>		<p>Increase in number of females winning fellowships.</p>	
A2.2.2	<p>All eligible minority gender job applicants are longlisted (e.g. women for academic/ research/ technical posts, men for clerical posts).</p> <p>Search committees identify potential applicants for academic positions. In recent experience, the committees identified male and female candidates but found many of the female candidates already had permanent positions or were not interested in relocating.</p> <p>From January 2014 any single gender shortlists must be approved by HoD before invitations to interview are sent. Clear</p>	<p>Examine advertisements to see if job opportunities can be presented in a style that is more encouraging for all applicants.</p> <p>Work with the University's new Immigration and Recruitment Adviser to get advice on advertising style and content.</p> <p>Eligible female candidates will be encouraged to apply.</p>	<p>HR/ HR Administrator</p> <p>Group heads</p>	<p>The gender balance of staff and student applications to reflect the national average.</p>	<p>September 2018</p>

	<p>written justification is required from the chair of the shortlisting panel.</p> <p>From 2015, childcare has been offered for those attending interviews, via the university nursery.</p> <p>All mature applicants (over 21 years old) for undergraduate courses are interviewed. Alternative offers are made for mature students.</p>	<p>Actively engage with local colleges to promote Physics for mature students and ensure alternative offers are made to eligible applicants.</p>			
A.2.2.3	<p>In partnership with the Science Park Trust, an outreach programme was directly targeted at Yr. 9 and Yr. 10 pupils (the age group where IoP diagnoses the beginning of the gender divide in Physics).</p> <p>XMaS Scientist Experience trip took female A level students to Grenoble. New Science Gala highlighted inspiring careers and exciting science with a special focus on challenging the gender bias in STEM.</p>	<p>Supporting Partnership of the University with the Sutton Trust to run a summer school in July 2016</p> <p>XMaS trip and Gala to be repeated in 2016 and 2017</p> <p>Participants to be followed up to see if they continue in</p>	Outreach team	Subsequent enrolment of participants in XMaS Scientist Experience in a STEM degree/employment	September 2019

	Funding for these events (via EPSRC and University) runs for two years.	STEM. We will share best practice within the EU PLOTINA consortium, a European project to promote gender balance and inclusion in research, innovation and training	WCG chair		
A.2.2.4	A non-Physics specialist on gender awareness has been invited to attend the next UG open day (June 2016) and next Wednesday admissions day (Autumn 2016) and provide feedback on the experience provided.	To act on information arising from the independent report in time for 2017/18 cycle of admissions days.	Admissions team	Percentage of female undergraduates to match or exceed the gender ratio of students taking A-level Physics. Postgraduate percentages to match or exceed the national average	December 2016
A.2.2.5	UG degree classifications are monitored for gender bias. Data has identified that a higher proportion of women complete a three year BSc degree than the four year MPhys degree, compared to men.	Data will be examined to see whether this is governed by performance against the MPhys selection criteria in Year 2 or individual choice	Director of Student Experience	Any identified gender bias to be addressed	December 2017

		of a shorter degree Analysis of undergraduate dropout rate for gender bias.	Director of Student Experience		
A.2.2.6	Widening Participation strategy is used to encourage a gender balanced approach when devising WP events for, and visits to, schools in target areas	No further action planned.	Department WP Officer/ Outreach Officer	OFFA targets on admissions for undergraduates from low participation neighbourhoods and areas of low socioeconomic background to continue to be exceeded.	
A.2.2.7	A Work Experience programme offering a fixed week of placements restricted the number of participants able to attend. A subsequent programme developed by Astronomy and Astrophysics group was successful and had an even gender balance	Work experience model developed by Astronomy and Astrophysics group to be expanded to whole department.	Cluster Heads	A greater uptake of work experience placements across the department with gender balanced intake	

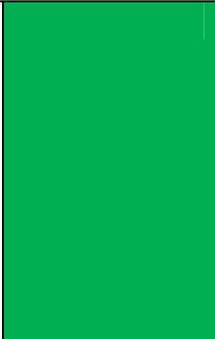
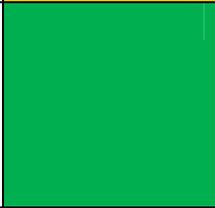
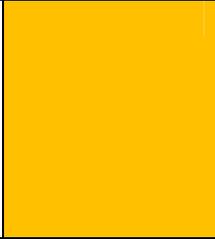
Principle 3: Departmental structures and systems which support and encourage the career progression and promotion of all staff and enable men and women to progress and continue in their careers				
Update since 2012 Juno action plan	3.1 Transparent appraisal and development			
	3.1.1 Appraise all staff, including those on fixed term appointments.	All staff are appraised through the annual DPR. In 2015/16, 100% of indefinite members of staff had a DPR. Fixed term PDRAs are also offered the opportunity to have six monthly review meetings with their line manager. They also have a consultation with the head of department six and four months before their contract ends, and an exit interview. Further action planned, A3.1.1		
	3.1.2 Mentoring scheme in place with training and guidance available for both mentors and mentees.	All academic staff on probation have a mentor for up to five years. The university provides training for those who wish to become mentors. Mentors are available for staff returning from maternity/paternity/adoption leave and any member of staff can request to be allocated a mentor from HR. Further action planned, A3.1.2		
	3.1.3 Ensure all staff have access to impartial career guidance.	Career guidance is available through LDC for all staff categories. LDC actively market their events; researchers receive a dedicated monthly e-newsletter detailing events. The DPR process also foster encourages discussion about career development. Students are invited to an annual Physics Employer careers event held within the department and attended by recruiters. Further action planned, A3.1.3		
	3.2 Transparent promotion processes and procedures			
	3.2.1 Ensure promotions process is transparent and fair to all staff at all levels, including those who have had a career break	Promotions Group consists of the Head of Department and two senior academics (one female). Staff on leave are considered for promotion. Career breaks accommodated in time related criteria. The statistical data on promotions is reviewed annually. No further action planned.		
	3.2.2 Ensure all staff are aware of promotion criteria	All academic and research staff are made aware of the process through their line manager, through discussions at DPR, and annual emails inviting		

	and process and the support available to them throughout the process.	submission for promotion. An annual University wide promotion awareness event has been introduced for all staff to increase awareness of the criteria, process and support available. All academic and research staff are invited. Further action planned, A3.2.2			
	3.2.3 Take steps to identify and encourage potential candidates for promotion	Potential candidates are identified and encouraged through the annual review process. Each case is discussed and iterated with line manager and cluster head. The promotion committee offers advice on drafts before submission to the University. Continued action planned, A3.2.3			
Action	Action already taken and outcome at April 2016	Further action planned	Responsibility	Success Measure	Target date
A3.1.1	Ensuring that actions identified during staff reviews are dealt with. Ensuring that any training identified is discussed with the LDC, especially if it is bespoke training that is required.	Staff encouraged to take five days of personal development training each year, supplied by LDC and monitored through DPR.	Line managers	100% take up of DPR by indefinite members of staff, and 100% take up of six monthly review meetings for PDRAs. Staff having a positive view of the process (ref. PULSE). Increased participation in training, measured by LDC report.	April 2017
A3.1.2	Buddy system for new PhD students introduced.	Extended to PhD students: all new PhD students to be given a 'buddy' within their group. Increase awareness of University Coaching and Mentoring Scheme.	PGR coordinator/ Director of PG Studies HR Administrator	Positive feedback from staff through staff survey, and from students through PGSSLC and PRES survey.	April 2017

<p>A3.1.3</p>	<p>Engagement of staff with LDC is monitored e.g. annual uptake report from LDC.</p> <p>An annual Research Open Evening is held about research careers in general, not just PhDs at Warwick.</p> <p>Introduction of SPRINT programme for female undergraduates. SPRINT champion nominated for Physics.</p> <p>New guidance provided on career progression for support staff (tech/admin)</p>	<p>Development training encouraged (see A 3.1.1)</p> <p>SPRINT programme for female undergraduates to be promoted.</p>	<p>SPRINT champion</p>	<p>Engagement with LDC at all staff levels.</p> <p>Attendance by >150 students at Physics Employer event.</p> <p>Uptake of SPRINT programme.</p>	<p>April 2018</p>
<p>A3.2.1</p>	<p>Promotion numbers are small; we analyse them annually and also look at long term trends.</p>	<p>No further action planned.</p>			
<p>A3.2.2</p>	<p>Feedback sought via staff surveys to evaluate awareness of promotion processes.</p> <p>Feedback sought from staff who recently went for promotion on what other support would have been useful.</p>	<p>Continue to look at our internal processes to ensure no gender bias.</p>		<p>Increased awareness of promotion procedures. Good attendance and feedback from Demystifying promotions events.</p>	<p>April 2018</p>

A3.2.3	Continued proactive nomination and support for promotion candidates.			Application and success rates to have an even gender balance. Increase in number of strong promotion applications from female staff, with high success rate. Staff feeling more confident to discuss promotion.	September 2017
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Principle 4: Departmental organisation, structure, management arrangements and culture that are open, inclusive and transparent and encourage the participation of all staff				
Update since 2012 Juno action plan	4.1 Promote an inclusive culture			
	4.1.1 Ensure departmental processes, procedures and practices are fully inclusive.	Information is distributed to staff via group meetings, mailing lists, departmental newsletter, staff meeting, and notice boards. Research groups meet regularly and all group members (staff and students) are invited. Administrative and technical staff meet regularly. Staff meetings are open to all categories of staff; these are held three times per year. Staff from all categories attend. Further action planned A4.1.1		
	4.1.2 Gender awareness included in the training for all staff and demonstrators.	Senior management and cluster heads have undergone online 'Diversity in the Workplace' training supplied by LDC. These courses cover all protected characteristics and all staff/ students can access them. Numbers are monitored by HR and reported to the department. Currently 68% of all staff have completed this, and 100% of PGR demonstrators. Face to face training is available from the University Equality and Diversity team. Further action planned A4.1.2		
	4.1.3 Promote inclusive social activities and other opportunities for mutual support and interaction.	<p>Social activities for the whole Department include a summer barbeque for all staff and PhD students, and a Christmas meal for all staff and PhD students, plus their partners. In summer 2015 we held our 50th anniversary celebrations. Over 120 current and former staff and students joined us. A 'Women in Physics' network is open to all academic and research staff and postgraduate students. Physics funds termly lunch with seminars. Coffee is served in the common room every day at 11am to act as a social centre. A regular newsletter is emailed to all staff. News items are posted on the departmental website and screens. Further action planned A4.1.3</p> <p>Academic away days are usually organised for research groups or 'clusters' rather than the whole Department. All members of the cluster are invited.</p>		

<p>4.1.4 Use positive, inclusive images in both internal and external communications.</p>	<p>Positive and inclusive images are used in departmental literature for potential UG and PGR students.</p> <p>The Physics website includes links to staff profiles showing positive role models for under-represented groups.</p> <p>We display information about our Juno and Athena Swan awards at open days and at the entrance to the HoD office.</p> <p>Further action planned A4.1.4.</p>	
<p>4.1.5 Encourage and support female seminar speakers.</p>	<p>The gender ratio of speakers at seminar series is monitored termly. Over a five year period, 22% of seminar speakers were female. Organisers of each specific seminar series are contacted if their seminar series has an unfavourable gender ratio and asked to address it. Further action planned A4.1.5</p>	
<p>4.1.6 Encourage nominations for awards and prizes.</p>	<p>All staff are encouraged to nominate colleagues for internal awards for postgraduate demonstrators and staff awards such as Warwick Awards for Teaching Excellence. Students are regularly nominated for prizes at conferences. Nominations for external academic distinctions are fostered by the dedicated emeritus appointee to WCG. Further action planned, A4.1.6</p>	
<p>4.2 Transparent work-allocation model</p>		
<p>4.2.1 Recognise the full range of types of contributions and departmental role, including administration, welfare and outreach activities.</p>	<p>The work allocation model is produced by the Director of UG Studies, taking into account teaching and administrative duties, in consultation with HoD. 10% of administration is included for all staff members, which includes participation in open days and outreach. Activity above this 10% is being quantified in 2015/16.</p> <p>Further action planned, A4.2.1</p>	
<p>4.2.2 Ensure all staff are aware of the criteria used</p>	<p>Efforts have been made to make this more transparent and the success is reflected in feedback from staff. Details of the algorithm are available on the</p>	

	to develop the model and that the allocation is transparent	teaching pages of the departmental web-site and also in academic induction material. Allocation of duties are discussed with individual staff in the three-month period prior to annual publication. All staff are offered a chance to change their balance of work within a predetermined fixed load each year; major administrative duties rotate typically every three years.			
Action	Action already taken and outcome at April 2016	Further action planned	Responsibility	Success Measure	Target date
A4.1.1	<p>Staff meetings have been monitored to ensure a good mix of staff continue to attend.</p> <p>Staff with caring responsibilities are consulted before taking on teaching duties at the start or end of the day.</p> <p>We ensure staff meetings are not held in school holidays.</p>	Unconscious bias training to be given to staff, as part of Autumn 2016 staff meeting.	LDC HoD	<p>Informed and engaged staff, good attendance at meetings.</p> <p>Policies and practices included in the annual report to staff.</p>	October 2016
A4.1.2	<p>Equality and Diversity training incorporated into Postgraduate Induction, from Oct 2013.</p> <p>Equality and Diversity training incorporated into Lab Demonstrator training from Oct 2014 so all new PGR students receive it</p>	Increase uptake and renewal of 'Diversity in the Workplace' training by all categories of staff.	HoD and all lead staff	<p>All staff to have undertaken 'Diversity in the workplace' training.</p> <p>All new postgraduates and lab demonstrators to complete online 'Diversity in the Workplace' training.</p>	October 2017

	'Diversity in the Workplace' training is part of induction for all new staff.				
A4.1.3	<p>A 'Physics Café' has opened every second Thursday evening in term time organised by the Physics Society and supported by the department, where staff are invited to give talks and be available to mix with students on an informal basis.</p> <p>Undergraduates are invited in small groups for lunch with academic members of staff, to improve social cohesion</p>	Final year female MPhys students to be invited to the Women in Physics lunches, as they are the most likely ones to go on to do a PhD.	<p>WCG Chair</p> <p>Director of student experience</p>	Positive feedback from students	October 2016
A4.1.4	Displays, web-based profiles and all promotional material are reviewed annually, including gender balance of images and media.	<p>A 'Women in Physics' leaflet will be developed for prospective students.</p> <p>Physics website will be redesigned, with particular focus on the front page and entry pages to each</p>	<p>Admissions Tutor/ Open Day co-ordinator</p> <p>HR admin</p>	Positive feedback from prospective students and visitors at Open and Admissions days.	October 2016

		key area. Profiles of alumni will be added	WCG Chair		
A4.1.5	Physics tops up the seminar budget by 100% of spend on female seminar speakers.	For a weekly programme both genders will be represented in a typical month, and pro-rata termly for less frequent series.	Seminar organisers	A minimum of 20% of the speakers at seminars in Physics to be female.	October 2017
A4.1.6	<p>The procedure for nominations for awards and prizes to all staff and students is publicized.</p> <p>Nominations are actively encouraged.</p> <p>Warwick Staff awards were introduced in 2015. Three female and one male member of staff won a Warwick staff award in 2016.</p> <p>Papin prize introduced in 2015 to nationally recognise contributions by technical staff.</p>	Nominations for both external and internal awards will be coordinated and monitored for gender balance.	<p>Emeritus member of WCG</p> <p>All line managers</p>	The nomination level and success rate to show good gender balance	October 2017

<p>A4.2.1</p>	<p>Recognition for all relevant activities in workload model is monitored.</p> <p>Consultation with new staff to ensure expertise is drawn upon for inclusion in future teaching loads</p>	<p>Additional outreach activities to be added to the workload model.</p> <p>Data is being collected for 2015/16 to add the credit into the workload model for 2016/17 (capped at 10 hours).</p> <p>Continue to measure feedback to ensure staff feel their diverse contributions are valued and that there is equality of workload distribution.</p>	<p>Director of UG Studies and HoD</p>	<p>Positive response from academic staff about awareness of the work allocation model, arising from staff survey and discussion with staff.</p>	<p>October 2018</p>
<p>A4.2.2</p>	<p>Awareness of the work allocation model is part of the Physics department staff survey.</p> <p>The work allocation model is presented annually at Autumn staff meeting.</p>	<p>No further action</p>	<p>HoD</p>		<p>October 2016</p>

Principle 5: Flexible approaches and provisions that enable individuals, at all career and life stages, to optimise their contribution to their department, institution and SET				
Update since 2012 Juno action plan	5.1 Support and promote flexible working practices			
	5.1.1 Clear support from HoD for flexible and part-time working	Physics has supported flexible and part time working for all staff for a number of years. Staff can also take unpaid leave for childcare (parental leave- where staff may take up to 18 weeks unpaid leave for each child under 18) and this is promoted through the university website and also through the annual report to staff. Further action planned, A5.1.1.		
	5.1.2 Consistently applied policy on part-time and flexible working	Adherence to University policy, which is open to all staff, not just those with statutory rights. No reasonable request has been refused outright.		
	5.1.3 Promote the benefits of flexible working for both men and women, particularly for those with caring responsibilities	Staff profiles including those with flexible/part-time working patterns are readily available on the departmental website. Dialogue encouraged in department to share experiences of flexible working.		
	5.1.4 Explicit support for those returning from career breaks or maternity leave.	Academic staff returning from maternity leave are encouraged to seek Study Leave following maternity leave in order to gain research momentum. All Physics staff on maternity leave encouraged to use their 10 paid Keeping in Touch (KIT) days. The University also offers a salary sacrifice scheme for staff using the University nursery. Further action planned, A5.1.4.		
	5.1.5 Encourage take up of paternity and other caring leave	Additional paternity leave is encouraged to be taken if maternity leave is not fully taken up. Paternity, adoption and parental leave are promoted via line managers, the induction process, in the annual report to all staff and also online.		

	5.1.6 Facilitate the take-up of maternity leave by staff and PGR on external fixed term funding.	<p>Staff rights to maternity leave are clearly communicated on HR website and through departmental mechanisms.</p> <p>Physics seeks to support staff on FTC through contract extension, funders rule permitting. For Physics to guarantee contract extension for all has been vetoed by University level HR as being discriminatory between departments.</p> <p>Formally for PGR students, the only maternity option is temporary withdrawal. In practice most PGR can be funded through their maternity leave. Physics supports PGR students through this process. Further action planned, A5.1.6.</p>			
Action	Action already taken and outcome at April 2016	Further action planned	Responsibility	Success Measure	Target date
A5.1.1	Shared parental leave promoted.	To improve recording of flexible working, especially of ad hoc arrangements to ensure we can quantify leave taken.	HoD and HR administrator	<p>High awareness of flexible working and career breaks, measured by staff take-up.</p> <p>Recording of data and annual reporting to staff.</p>	April 2017
A5.1.3	Staff encouraged to attend Warwick's 'Women-in-Science' days, which feature talks and breakout sessions from successful Warwick staff (although mainly women) juggling career and family and external speakers.	No new action planned.			N/A

<p>A5.1.4</p>	<p>'Working parents' support network' organised through the University Equality and Diversity team since March 2012.</p> <p>Full re-induction for all returners from any kind of career break. Dedicated maternity advice provided by HR Administrator to ensure staff are aware, before maternity leave and on return, what support is available.</p> <p>Introduction of Warwick Returner's fellowship scheme for academic staff which is promoted to eligible staff.</p> <p>Childcare via University Nursery is available for Physics staff taking up KIT days (for babies over 3 months).</p> <p>Private office made available for breast</p>	<p>WCG currently working with University Athena SWAN network group to make an office available for breastfeeding in the Science faculty.</p> <p>Formalise feedback from staff on the support available for return to work.</p> <p>Maternity support to be updated as new initiatives arise.</p>	<p>WCG</p> <p>HR Administrator</p>	<p>Positive feedback from parents on the management of their return to work.</p>	<p>April 2017</p>
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	feeding/ milk expression where required.				
A5.1.5	Paternity, additional paternity and parental leave are monitored on an annual basis.	As part of A5.1.1 we aim to better record paternity leave.	HR Administrator.	100% take up of (known eligibility for) paid paternity leave. Uptake of parental leave.	April 2018
A5.1.6	<p>New online resource for PhD students and PDRAs available which collates maternity leave policies of different research funders.</p> <p>Physics aims to underwrite maternity leave for contract researchers on a case by case basis.</p> <p>Ensure support for PhD students is made clear e.g. time off for maternity, family friendly working arrangements.</p> <p>Systematic plan drawn up for such support which is properly advertised to all prospective and current PGR students.</p>	Measure usefulness of online resources. Numbers are small, will take time to gather useful data.	<p>HR Administrator</p> <p>Head of Department</p> <p>PGR Coordinator/ Director of PG studies</p>	Feedback from FTC staff and PGR students to indicate the support available is useful.	April 2018