



Suggested survey introduction:

Welcome to the HE STEM Staff Culture Survey

The aim of this survey is to help university departments in science, technology, engineering and mathematics (STEM) understand how male and female staff experience their working environment and what, if any, improvements may be needed to ensure equality of opportunity. It is designed for academic and non-academic staff, at all stages of their careers. The survey explores your experience, knowledge and views on how [name of Department or School] promotes and manages gender equality. It focuses on four areas:

1. Participation and promotion practices
2. Workplace culture
3. Leadership and management commitment
4. Reputation and social responsibility

Your responses may contribute to improvements within [name of Department or School], benefiting everyone who works in the Department/School, and may be of relevance to the Research Excellence Framework submission, or in applications for accreditation within the Athena SWAN or Institute of Physics Juno award schemes.

Survey responses will be anonymised and the key findings from this survey will be made available to staff.

The survey consists of 30 multiple choice questions and should take less than **15 minutes of your time**.

Survey information

Please complete all the questions. Simply indicate your level of agreement or disagreement with each statement in the questionnaire.

[Include any instructions relevant to the online survey tool that you are using. For example: "Please click the 'Done' button on the 'Thank you' page or your survey responses will not be registered."]

[Include information on data protection and confidentiality relevant to your institution/survey process. For example:

"Data protection and confidentiality: All responses to this questionnaire will remain anonymous. In any feedback to management and/or staff and students, we will not attribute any responses to any individual.

Please do not name individuals in any of the comments fields in the survey. Any such replies will be anonymised.

All data collected by this survey will be held securely and destroyed by [Date]. Access to the detailed survey data will be limited to [Name(s)] who will be responsible for the survey analysis.

If you have any questions or concerns about completing the survey you may contact:

[Name and contact details]”

Notes on setting up the online version of the survey:

All questions have been set up as:

1. Question type ‘Multiple Choice (Only One Answer)’ and
2. Display format ‘Display Choices as Buttons (1 Column)’,

unless indicated otherwise on the questions below.

PARTICIPATION AND PROMOTION PRACTICES: This section assesses whether your Department has policies and practices that encourage the participation and promotion of women and men at all levels.

Please indicate your level of agreement or disagreement with each statement.

1. In my Department, staff are treated on their merits irrespective of their gender (e.g. both women and men are actively encouraged to apply for promotion and take up training opportunities).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

2. In my Department, work is allocated on a clear and fair basis irrespective of gender.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

3. My Department values the full range of an individual's skills and experience (e.g. research, pastoral work, outreach work, teaching, administration and technical support):

- When carrying out performance appraisals - (Strongly disagree/Disagree/Slightly disagree/Neither agree nor disagree/Slightly agree/Agree/Strongly agree)
- When considering promotions - (Strongly disagree/Disagree/Slightly disagree/Neither agree nor disagree/Slightly agree/Agree/Strongly agree)

[Note: Online question type: 'Matrix of Choices (Only One Answer per Row)']

4. I understand the promotion process and criteria in my Department.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

5. I am actively encouraged to take up career development opportunities.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

6. I am encouraged and given opportunities to represent my Department externally and/or internally (e.g. on committees or boards, as chair or speaker at conferences).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

7. My Department provides me with:

- Useful mentoring opportunities (as mentor or mentee) - (Strongly disagree/Disagree/Slightly disagree/Neither agree nor disagree/Slightly agree/Agree/Strongly agree)
- Useful networking opportunities - (Strongly disagree/Disagree/Slightly disagree/Neither agree nor disagree/Slightly agree/Agree/Strongly agree)
- A helpful annual appraisal - (Strongly disagree/Disagree/Slightly disagree/Neither agree nor disagree/Slightly agree/Agree/Strongly agree)

[Note: Online question type: 'Matrix of Choices (Only One Answer per Row)']

8. Staff who work part-time or flexibly in my Department are offered the same career development opportunities as those who work full-time.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

9. Meetings in my Department are completed in core hours to enable those with caring responsibilities to attend. (Hours, for example 10am to 4pm, during which flexitime workers must be engaged in work).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

10. I believe that in my Department, men and women are paid an equal amount for doing the same work or work of equal value.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

Please read before answering question 11:

There is often some confusion between the terms positive action and positive discrimination.

Positive action is legal and can be used to provide training and encouragement for disadvantaged or under-represented groups, to help increase the diversity of people in the organisation. For example, setting up a mentoring scheme or network for a specific group that is under-represented counts as positive action. Organisations can also, when faced with candidates of equal merit, choose a candidate from an under-represented group.

Positive discrimination, however, is illegal. Positive discrimination refers to activities such as recruiting or promoting a particular group simply because they are under-represented, regardless of whether they have the relevant qualifications, skills or experience.

11. My Department takes positive action to encourage women and men to apply for posts in areas where they are under-represented (e.g. encouraging appropriately qualified colleagues of both sexes to apply for posts; including images of female and male staff in recruitment materials; including a statement in job adverts that applications are welcomed from under-represented groups).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

Please include any additional comments on this section (optional):

WORKPLACE CULTURE: This section looks at whether your Department has a workplace culture that is welcoming to all.

Please indicate your level of agreement or disagreement with each statement.

12. My Department makes it clear that unsupportive language and behaviour are not acceptable (e.g. condescending or intimidating language, ridicule, overly familiar behaviour, jokes/banter that stereotype women or men or focus on their appearance).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

13. Inappropriate images that stereotype women or men are not acceptable in my Department (e.g. in calendars, newspapers and magazines; on computers and mobiles).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

14. Work related social activities in my Department such as staff parties, team building or networking events, are likely to be welcoming to both women and men (e.g. consider whether venues, activities and times are appropriate to both women and men).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

15. I have undertaken training in:

- Equality and diversity (Yes-Online/Yes–Course or workshop attendance/No/Don't know)
- Understanding unconscious bias (Yes-Online/Yes–Course or workshop attendance/No/Don't know)

[Note: Online question type: 'Matrix of Choices (Only One Answer per Row)']

Please include any additional comments on this section (optional):

LEADERSHIP AND MANAGEMENT COMMITMENT: This section assesses whether your Department has strong leadership and management commitment to delivering positive and sustainable changes in gender equality culture and practice.

Please indicate your level of agreement or disagreement with each statement.

16. My Department has made it clear to me what its policies are in relation to gender equality (e.g. on discrimination, parental leave, carer's leave, flexible working).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

17. I understand my Department's reasons for taking action on gender equality.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

18. I understand why positive action may be required to promote gender equality.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

19. My line manager/supervisor is supportive of requests for flexible working (e.g. requests for part-time working, job share, compressed hours).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

20. During my time in this Department, I have experienced a situation(s) where I have felt uncomfortable because of my gender.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

21. I am confident that my line manager/supervisor would deal effectively with any complaints about harassment, bullying or offensive behaviour.

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

Please include any additional comments on this section (optional):

REPUTATION AND SOCIAL RESPONSIBILITY: This section looks at whether your Department has a record of good reputation and responsibility in respect of gender equality.

Please indicate your level of agreement or disagreement with each statement.

22. My Department uses women as well as men as visible role models (e.g. in staff inductions, as speakers at conferences, at recruitment events).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

23. I am kept informed by my Department and/or Institution about gender equality matters that affect me (e.g. changes to maternity/paternity leave entitlements, flexible working opportunities, gender equality legislation).

- Strongly disagree
- Disagree
- Slightly disagree
- Neither agree nor disagree
- Slightly agree
- Agree
- Strongly agree

24. I feel that my Department is a great place to work. (Please answer both parts of this question)

For women (Strongly disagree/Disagree/Slightly disagree/Neither agree nor disagree/Slightly agree/Agree/Strongly agree)

For men (Strongly disagree/Disagree/Slightly disagree/Neither agree nor disagree/Slightly agree/Agree/Strongly agree)

[Note: Online question type: 'Matrix of Choices (Only One Answer per Row)']

Please include any additional comments on this section (optional):

MONITORING INFORMATION

25. Do you identify as?

- Female
- Male
- Prefer not to say

26. Please describe your ethnic origin.

- White
- Mixed heritage – White and Black Caribbean
- Mixed heritage – White and Black African
- Mixed heritage – White and Asian
- Mixed heritage - Other
- Asian – Chinese
- Asian – Indian
- Asian - Pakistani
- Asian - Bangladeshi
- Asian - Other
- Black – Caribbean
- Black - African
- Black - Other
- Any other ethnic background (please specify)
- Prefer not to say

[Note: Online question type: ‘Multiple Choice (Only One Answer); display format: ‘Display Choices as a drop Down menu’]

27. What is your current role? [Adapt list to your survey population]

- Professor
- Principal lecturer/Reader
- Senior lecturer/senior researcher
- Lecturer/researcher
- Postdoctoral researcher/junior researcher
- Research assistant
- Holder of research fellowship
- Technical/scientific support
- Administrative/clerical support
- Other (please specify)
- Prefer not to say

28. What hours are you contracted to work?

- Full time
- Full-time – flexible working option
- Part-time
- Prefer not to say

29. What sort of contract do you have?

- Open ended
- Fixed term
- Prefer not to say

30. Do you have caring responsibilities for dependent children and/or adults?

- Yes – children aged under 18
- Yes - adult dependants (e.g. partner, parents)
- Yes - both
- No
- Prefer not to say

Please add any further comments about this survey and/or the topics covered here (optional):

You have reached the end of this survey

Many thanks for your time

This survey has been developed by the UKRC-WISE, as part of the HEFCE funded National HE STEM Programme with the aim of sharing good practice in gender equality in higher education.

The UKRC-WISE works with employers, professional bodies, education institutions, women's organisations and networks, sector skills councils and other STEM stakeholders to promote women and girls in science, engineering and technology from classroom to boardroom.



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