

*Actions 1.1, 1.3 & 2.3 require additional investment of time from female colleagues; this will be balanced by reduction of other loads. As detailed in Section 5.6(v) of the submission, current data show no gender imbalance in workload allocation.

1. Increase female UG and PGT applications and admissions					
Ref	Action	Rationale	Milestones / timeframes	Responsibility	Success criteria / outcomes
1.1	Increase representation of female staff and students at UG open days	Accepts/offers for female students dipped in 2015/16; need to ensure consistency of message	1/3 of open day research talks given by women, and equal gender split of student volunteers by 2021-22	Dept co-ordinator; UG Admissions tutor	Consistently above 35% female UG and PGT intake by 2022
1.2	Produce videos for department website prominently featuring female role models	Need to increase visibility of female role models	Videos produced in 2019/20, online by Oct 2020	DEDC Chair; UG Admissions Tutors	
1.3	Outreach activities to have at least 1/3 female department representatives (students and staff)	Some activities have been totally male-led; need to increase visibility of female role models in Bath	Data discussed at DEDC summer 2020, feedback to organisers, 1/3 of outreach activities done by women by summer 2021	Outreach officer / DEDC chair	
2. Improve gender equality in UG programme choice and employment					
Ref	Action	Rationale	Milestones / timeframes	Responsibility	Success criteria / outcomes
2.1	Automatic email sent to high-scoring BSc students (75%+ in year 1) inviting them to consider switching to MMath	Lower proportion of women on MMath compared to BSc; talented female BSc students not continuing to 4th year	First emails sent after results in summer 2019, and each year thereafter	Senior tutor	30% female enrolment on MMath by 2022

2.2	Women in Maths group "switch up" event to be delivered, highlighting benefits and opportunities of MMath degree	Lower proportion of women on MMath compared to BSc; talented female BSc students not continuing to 4th year	Event occurs annually from 2019-20, attended by 75% of target audience (female 2nd year BSc scoring 70%+ in first year) by 2021-22	Staff rep on WiM committee	30% female enrolment on MMath by 2022
2.3	Ensure visibility of female staff in UG teaching during first and second years	Lower proportion of women on MMath compared to BSc; talented female BSc students not continuing to 4th year	% of year 1 & 2 UG teaching done by women is at least in line with % of dept that are women by 2021-22	HoGs	30% female enrolment on MMath by 2022
2.4	Engage with Centre for Learning and Teaching to embed equality, diversity and inclusion best practices in new curriculum	Intersectional data show substantial UG attainment gap between race and gender groups	New curriculum in place for 2021, first students graduating in 2024	DoLT, DEDC Chair	Halve spread in percentage of UG students belonging to different intersectional categories achieving at least 2:1 classification by 2025
2.5	Support Women in Mathematics group to deliver annual conference	Female graduates are less likely to pursue further study	Event occurs annually from 2020	Staff rep on WiM committee	Increase to 20% of female graduates pursuing further study by 2022
2.6	Promote careers guidance opportunities to final-year students, particularly below 2:1 predicted classification	Males are more likely to be unemployed 6 months after graduating; need to improve uptake of career guidance	New guidance for personal tutors available by September 2019	Senior tutor	Graduate unemployment rate below 4% for both men and women by 2022

3. Further improve female experience in postgraduate study					
Ref	Action	Rationale	Milestones / timeframes	Responsibility	Success criteria / outcomes
3.1	Open day for MSc and non-SAMBa PhD applicants following SAMBa equality practices	Decrease in offer acceptance rate amongst female MSc applicants; need to learn lessons from SAMBa which has been successful in increasing female PGR intake	All interviewees to meet cross-section of department, invited in gender-balanced batches wherever possible; visit days running by 2021	PGT DoS; PG Admissions Tutor	Female PGT acceptance rate returns to at least 35%, and proportion of female non-SAMBa PGR students increases to at least 30%, both by 2022
3.2	Develop "what to do if..." flow chart	PG survey highlight lack of knowledge of relevant policies on complains, maternity leave, etc.	Flowchart on PG Moodle zone by June 2020	DEDC chair	PG survey in 2022 shows at least 80% awareness of relevant policies and processes
4. Enhance support for female academics, especially at early career stages					
Ref	Action	Rationale	Milestones / timeframes	Responsibility	Success criteria / outcomes
4.1	"New staff" department meeting to include presentations from new PDRAs and teaching fellows	Some fixed-term staff reported to DSAT that they do not feel known by many colleagues in the department	PDRAs give talks at meetings from 2019-20	HoD / Dept co-ordinator	2022 staff survey shows 90% of PDRAs and Teaching Fellows feel welcome in the department
4.2	Coffee with Department Executive for all new staff		Coffee with Exec event occurs twice annually from 2020-21	HoD / Dept co-ordinator	
4.3	Publish up to date information on career breaks / flexible working / suspension of studies for PGRs + PDRAs	Only 29% of female PGs + PDRAs reported awareness of policies	Information appears on PG and staff Moodle zones by June 2020, updated annually	PGR DoS; DEDC Chair	2022 PG and staff surveys show 80% agree with statement on awareness of relevant policies

4.4	Promote mentoring scheme with annual email, and Department-funded coffee card coming with talking points guide (see AP 6.1)	Low uptake of mentoring scheme among non-probationary staff; Probationary lecturers focus group identified that mentoring was too variable, with different mentors focussing on different issues	Coffee card and talking points guide available in Dept office by Oct 2019	DEDC chair	2022 staff survey shows 80% satisfaction with mentoring scheme
5. Further improve female academic recruitment rates					
Ref	Action	Rationale	Milestones / timeframes	Responsibility	Success criteria / outcomes
5.1	Time job advertisements into biannual cycle, ensuring multiple posts are open simultaneously	Hiring for multiple posts in the same time period will enable more pair appointments including senior females	Majority of appointments grouped from 2020	HoD	At least 20% of SL/R/Prof appointments and 30% of Lecturer appointments over 3-year period (2019/20 - 2021/22) are women
5.2	Advertise senior job openings at SL/R/Prof wherever possible, appropriate offer level to be assessed at interview	Research suggests female applicants more than males likely to self-exclude from high-level positions	Majority of positions advertised at L/SL/R/Prof from 2020	HoD	
5.3	Improve Teaching Fellow advertisements - add a female contact point, emphasise career development opportunities	Low rate of application and appointment of female teaching fellows	New adverts in use for 2019/20 recruitment cycle	DoLT	Proportion of female teaching fellow staff in line with rest of department by 2022

6. Improve career progression opportunities for female staff					
Ref	Action	Rationale	Milestones / timeframes	Responsibility	Success criteria / outcomes
6.1	Talking points guide for SDPR / mentoring, including grant applications, student supervision, next career steps / track to promotion, work-life balance	Female promotion success rate is lower than for male colleagues; need to ensure everyone eligible is thinking about their case from an early stage and is supported to write a strong case	Talking points guide in dept office, and emailed to SDPR reviewers annually shortly before SDPR process begins, from 2020	DEDC chair, HoD	Promotion applications and success rates at same level for men and women; success rates at least 75% over 3-year period 2019/20 - 2021/22
6.2	Annual promotions workshop led by Deputy HoD		Workshop takes place annually from 2019-20, attended by majority of eligible female staff	Deputy HoD	
6.3	DPC Chair and HoD to meet with unsuccessful promotion candidates to invite them to reapply and set out action plan for development of a new case	Need to fully support colleagues after unsuccessful promotion applications	Meetings to take place within one month of unsuccessful application; reapplication completed within agreed timeframe. Starting Oct 2019	HoD; Deputy HoD	
6.4	Department to provide CPD budget for professional and support staff	Need to improve departmental support for (majority female) PSS career progression	CPD budget available from 2019/20	HoD	75% of PS staff to attend CPD activities 2019/20 - 2021/22
6.5	Exec to develop nominations for professional and support staff contribution pay awards and other awards	Department has little control over PSS promotion etc; several PSS staff have been nominated for awards but this has been handled on an ad-hoc basis	Award nominations discussed at Exec meetings and assigned to suitable colleagues, beginning July 2019	Deputy HoD	At least one nomination each year from 2019-20

6.6	Formalise process for offering interview training for PDRA's and Teaching Fellows	Current provision is ad-hoc and not well-advertised	New process in place for 2020/21 recruitment cycle	DHoD	Survey of fixed-term staff in 2022 shows 100% awareness and 60% uptake
7. Further improve department working culture					
Ref	Action	Rationale	Milestones / timeframes	Responsibility	Success criteria / outcomes
7.1	Senior staff email signature to state that staff/students are not expected to respond outside normal working hours	Comments on PG / PDRA survey stating that "It is considered normal to work during the weekend" and "There is a lot of pressure to overwork to an unhealthy level"	Email signature appears on emails from all Department Executive by April 2020	HoD	Questions on student and staff surveys in 2022 show that at least 90% of respondents do not feel pressure from senior staff to work outside normal hours
7.2	Introduce annual induction/re-induction programme including appropriate ED&I specific training	Need to ensure all staff are upskilled in ED&I	Biannual programme running from 2020	HoD, DEDC Chair	All new starters from 2020 to attend in their first year, 80% of academic staff to have attended at least one re-induction session by 2022
7.3	Annual departmental equality review to monitor the progress of 2019 Action Plan and continued effectiveness of embedded 2016 actions.	Need to ensure progress against 2019 Action Plan and continued effectiveness of embedded 2016 Actions.	Annual review of Actions starting 2020	DEDC	Successful delivery of 2019 Action plan by 2022; further improvement in key gender-equality metrics