

Action Plan for School of Pharmacy 2011-2014

Action	Description of action	Action taken already and outcome at October 2011	Further action planned at October 2011	Progress Log	Responsibility	Timescale	Start date	Success Measure
1	Baseline data and supporting evidence							
1.1	Monitor undergraduate student data by gender. <ul style="list-style-type: none"> Annual report to School Management Board and School Board 	Data collected for entry cohorts up to and including 2010/11	Continue monitoring and present data for 2011/12 academic year	Ongoing	School Administrator	From Oct 1 2011-2014	Underway	Maintenance of current rates of recruitment of males/females in UG intake
1.2	Monitor post graduate student data by gender <ul style="list-style-type: none"> Annual report to School Management Board and School Board 	Data collected for entry cohorts up to and including 2010/11	Continue monitoring and present data for 2011/12 academic year	Ongoing	School Administrator	From Oct 1 2011-2014	Underway	Maintenance of at least equal numbers of males/females in PG intake
1.3	Monitor numbers of male and female academic staff at each grade by gender <ul style="list-style-type: none"> Annual report to School Management Board 	Data collected up to and including 2010/11	Continue monitoring and present data for 2011/12 academic year	Ongoing	School Manager	From Oct 1 2011-2014	Underway	Try to reach 30% across senior grades for academic staff (dependent on recruitment in the next three years)
1.4	Monitor numbers of male and female research staff at each grade by gender <ul style="list-style-type: none"> Annual report 	Data collected up to and including 2010/11	Continue monitoring and present data for 2011/12 academic year	Ongoing	School Manager	From Oct 1 2011-2014	Underway	Try to maintain 50% across all grades for research staff (dependent on

	to School Management Board							recruitment in the next three years)
2.0	Key Career Transition Points, Appointments and Promotions							
2.1	Encourage female applicants for all academic posts	Standard wording is currently used for all academic posts to encourage female applicants	Female point of contact named (where possible)		Head of School and academics on the interview panel	From Oct 1 2011-2014	October 1 2011	To obtain equal numbers of applications from males and females for academic posts
2.2	Encourage female applicants for senior academic posts	Future advertisements for all senior academic posts will have a statement attached stating that females are under-represented in the School at senior level and therefore applications from women are particularly welcome.	Female point of contact named (where possible)		Head of School and academics on the interview panel	From Oct 1 2011-2014	October 1 2011	To obtain equal numbers of applications from males and females for senior academic posts
2.3	Encourage female applicants for research academic posts		Have standard wording in advertisements for research posts, encouraging women to apply, and highlight this to Principal Investigators who are drafting advertising material		Academic staff and personnel	From Oct 1 2011-2014	October 1 2011	To obtain equal numbers of applications from males and females for research posts
2.4	Encourage female academic staff to apply for promotion		Line Managers will ensure that promotion and career development is discussed with all female staff at the next appraisal meetings in October/ November 2012		Head of School and senior staff in the School	From Oct 1 2011-2014	October 2011	To ensure that those eligible females within the School apply for promotion over the next

			and in all future appraisal meetings, by referring to the University promotions' criteria. Line managers will be reminded of this by the Head of School as appraisal interviews are being organised.					three years. (Successful promotion is determined at a University Level)
2.5	Ensure that the shortlisting and interview processes do not unduly impact on applicants who have had a career break (e.g. maternity)		Ensure that any breaks in career for maternity leave are taken into consideration at short listing and interview.		School Management Committee and Personnel	From Oct 1 2011-2014	October 2011	This will be reviewed in the first instance in October 2012 in terms of number of applications and annually thereafter.
2.6	All female academic and research staff will be strongly encouraged to avail of the Queen's Gender Initiative mentoring scheme.		To ensure that at the next appraisal, appraisers strongly recommend participation in this scheme. The QGI will be invited to the School to give a presentation to female staff.		Head of School to communicate this information to appraisers.	From Oct 1 2011 - 2014	September 2012	To gather information on who is involved within the school on the QGI mentoring scheme either as a mentor or mentee currently and monitor future participation.
2.7	Senior female academic staff will be available for consultation about promotion and career advice and progression		Line manager to raise awareness amongst junior female academics and post-doctoral staff about the availability of senior female staff to advise on promotion issues		SWAN Champion to communicate this information to female staff	From Oct 1 2011 - 2014	September 2012	Number of female academics and post-doctoral staff who avail of this advice

3.	Career Advice and Support							
3.1	The School will continue to provide support for all new academics to forge international links. by funding a placement in a chosen institution.	The School funds an international placement for up to 2 months. Several academics have already benefitted from this.	To continue this level of support and development to probationary academic staff.	Ongoing	Head of School	From Oct 1 2011 - 2014	Underway	To gather information on those that participate in this scheme and provide information on international collaborations.
3.2	Establish a Post-doctoral Staff Forum as a means to encourage career development	Evidence from the School Survey indicated support for this.	This Forum will be established for all post-doctoral staff which will meet on a regular basis (to be determined by the membership).		Post doc rep on School Board and/or SWAN postdoc rep	From Oct 1 2011-2014	October 2011	Outcomes from these meetings will be reported to the School Board by the post-doctoral representative.
3.3	Encourage female academic and research staff to join the Women in Technology and Science Northern Ireland forum to encourage networking and career development.	Two academic females within Pharmacy are members of WITS NI	Distribution of WITS information leaflets and website links to all female staff.		Current members of the WITS NI from the School of Pharmacy	From Oct 1 2011-2014	October 2011	To gather information on involvement from within the School.
4.	Culture, Communications and Departmental Organization							
4.1	To ensure that an additional female joins the School Student Support Committee		This will involve recruiting one of the female academic staff members to this committee.		Director of Education	From Oct 1 2011-2014	October 2011	Equal representation of genders on the SSCC committee.
4.2	To ensure that on the promotions panel the external Head of School/Senior Academic is female		The School will, in future, include another female panel member as an external representative from another School. This		Head of School	From Oct 1 2011-2014	November 2011	Equal representation of genders on the promotion panel.

			will be brought into effect at the next round of academic promotions in November 2011.					
4.3	Ensure that female staff are well-represented on all School Boards and Committees.	The balance of females has already been addressed on the School Management Board	The Committee membership will be reviewed annually	Ongoing	Head of School and School Management Board	From Oct 1 2011-2014	Underway	Gender balance on all committees without overloading the female members of staff.
4.4	Fair distribution of academic workload and administrative responsibilities between males and females.	A workload allocation survey has already been disseminated to staff.	Collation of the survey results and feedback to the staff. Re-distribution of workload where necessary.	Ongoing	Head of School, Director of Education and School Management Board	From Nov 1 2011-2014	Underway	A fair and equitable workload distribution between all staff
4.5	Ensure sufficient notice for meetings by the continued use of a Poll system	Polls have been put in place for all School meetings	To continue the use of these polls to allow staff to plan ahead	Ongoing	School Administrator	2011-2014	Underway	Monitor attendance at School meetings.
4.6	Ensure a high level of communication and transparency at all levels within the School	Communication through e-zine and an open door policy amongst staff. Latest news posted on School website.	To continue to build a collegiate atmosphere via good communication.	Ongoing	School Administrator and all staff members	2011-2014	Underway	Monitor that all staff are aware of key information within the School.
5	Career Breaks/Flexible Working							
5.1	Female academic staff returning to work after maternity/adoption leave will have a reduced teaching allocation		Female staff returning from maternity/adoption leave will have a reduced teaching load for 6 months to allow them to concentrate on their research.		School Management Board	From Oct 1 2011-2014	October 2011	The School maternity/adoption policy should be advertised to all staff and be available on the School Website.
5.2	Female postdoctoral staff returning to work		Such meetings have happened on an informal		Line Managers	From Oct 1	October	All staff to be made aware that

	from maternity/adoption leave will have an induction meeting with their line manager and other members of their research group to ensure a sensible workload.		basis in the School, but this process will now be formalised			2011-2014	2011	these formal meetings should be documented. Evidence of such meetings.
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