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| --- |
|  **Application details** |
| Name of institution |  |
| Name of department |  |
| Date of current application |  |
| Level of previous award |  |
| Date of previous award |  |

|  |
| --- |
| **Contact details for application** |
| Name |  |
| Email |  |
| Telephone |  |

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| --- | --- |
| **Question** | **Words used** |
| Letter of endorsement from the Head of Department |  |
| Description of the department |  |
| The self-assessment process |  |
| Previous action plan\* |  |
| Progress report |  |
| Current self-assessment and future priorities |  |
| Future action plan\* |  |
| **Overall word count** |  |

\*The previous and future action plans should contain no commentary contributing to the overall word limit

**Overall word limit: 6000 words**

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# Section 1 – Introduction to the department and the self-assessment process

In Section 1, applicants should evidence how they meet Criterion 1:

* an organisational structure is in place to carry the action plan forward and continue the self-assessment process.

##  Letter of endorsement from the head of department

**Recommended word count: 500 words**

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| Please insert (with appropriate letterhead) a signed letter of endorsement from the Head of Department. If the Head of Department is soon to be succeeded, or has recently taken up the post, applicants should include an additional short statement (additional 200 words) from the incoming Head of Department demonstrating their personal commitment to supporting Athena SWAN activity in the department. |

## Description of the department

**Recommended word count: 500 words**

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| Please provide a brief description of the department including any relevant discipline or contextual information. Present the most recent data on the total number and proportion of academic staff, professional and support staff and students by gender.  |

## The self-assessment process

**Recommended word count: 1500 words**

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| Describe the self-assessment process. This should include:1. a description of the self-assessment team
2. an account of the self-assessment process
3. plans for the future of the self-assessment team
 |

# Section 2 – Evaluation of progress against the previous action plan

In section 2, applicants should evidence how they meet Criteria 2 and 3:

* progress has been made on the previous action plan
* learning has been demonstrated from the evaluation of progress.

## Previous Action plan

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| Please provide the most recent iteration of the action plan associated with the department’s previous award. The actions should be ‘RAG’ rated (rated ‘red’, ‘amber’ or ‘green’) dependent on progress. Ensure that colour is not the only method of indicating rating, such as through the use of letters or icons. For example: **R A G** |

## Progress Report

**Recommended word count: 2000 words**

|  |
| --- |
| Consider the panel feedback on the department’s previous application. How has the department responded to and acted on the panel feedback provided on the previous application?Consider the department’s previous action plan. 1. what methods were used to evaluate the department’s progress on actions?
2. what were the department’s main barriers and facilitators with regard to action implementation and the meeting of success measures? What steps were taken to further inform and adjust actions?
3. have new initiatives or actions been introduced to improve outcomes or impacts?
4. what are the main learnings and outcomes from the evaluation of the action plan? How will the department apply this learning to the future action plan?
 |

# Section 3 – Future priorities and action plan

In section 3, applicants should evidence how they meet Criteria 4 and 5:

* key priorities have been appropriately identified, to direct future action
* a specific, measurable, achievable, relevant and time-bound (SMART) action plan has been provided, which addresses priorities.

## Current self-assessment and future priorities

**Recommended word count: 1500 words**

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| --- |
| Consider the department’s self-assessment (previous and current), data analyses and previous action plan with respect to the areas covered by the standard Athena SWAN application form. These include:* student enrolment, progression and support
* key career transition points
* career development
* flexible working and managing career breaks
* organisation and culture.
1. have the department’s gender equality issues changed, and if so, how?
2. what are the department’s key priorities for future action?
 |

## Future Action plan

Please provide (in table format) an action plan covering the four-year award period.

 @AdvanceHE

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