

Everything you wanted to know about applying for the Athena SWAN Award (but were afraid to ask).....

1. Curious about...? Invite TCGEL staff to give Athena SWAN presentation/Q&A to School Executive
2. What do we do...? Generate interest, leading to commitment, by Head of School (top down) and staff (bottom up) to the Athena SWAN principles:
<https://www.ecu.ac.uk/equality-charters/athena-swan/apply-award/>
3. Persuade School Executive to decide to apply for Athena SWAN award – guided by SAGE Change Management Model:
http://sage-growingequality.eu/web/assets/media/publications/sage_reports/change_management_process_model.pdf
4. Download and circulate, to all members of the School, application form:
<https://www.ecu.ac.uk/equality-charters/athena-swan/athena-swan-ireland/>
5. Locate comparable application(s) from Schools/Departments in College and UK Universities (matched where possible by discipline) that hold Athena SWAN Bronze/Silver awards and use to stimulate ideas for Gender Action Plan: EDI unit: athenaswan@tcd.ie
6. Establish an Athena SWAN Self Assessment Team (SAT) in accordance with Athena SWAN principles and guidance (page 25 of ECU handbook):
<https://www.ecu.ac.uk/equality-charters/athena-swan/athena-swan-resources>
7. Allocate responsibilities to SAT members: application form sections/data gathering/writing group etc.
8. Draw up Gantt chart to map key events prior to agreed submission date for AS application
9. Gather data and conduct analysis for AS application and Gender Action Plan:
 - College/School data on staff numbers
 - College/School data on student numbers
 - School data (examiners, events, leave take-up etc.)
 - Conduct School Survey (adapt template) of academic/research staff
 - Conduct focus groups (adapt template) among academic/research staff
10. Schedule/hold social/informational events to keep staff/PGs and UGs informed – insert Athena SWAN www page into School site.