PROJECT SCALE

Strategy for
Changing
Academic
Life
Environment

In this context '*Academic Life*' refers to '*Life in an Academic Institute*' for all staff at the School of Medicine

1. **Mission Statement**. The SCALE project seeks to maximise the potential of all staff and students through establishing practical measures and developing an ethos designed to:

   a. Improve careers and professional development opportunities

   b. Ensure that the School of Medicine is an excellent place for teaching and research

   c. Enshrine equality, the quality of workplace and quality of working life

   d. Promote and support diversity

Progress will be benchmarked and tested against Athena SWAN accreditation.

2. **Methodology**. A project working group, supported by a project manager, will sample the environment (focus groups, data analysis, staff survey) and then establish / improve practices or make recommendations for substantial change, via the School's Senior Management Team.
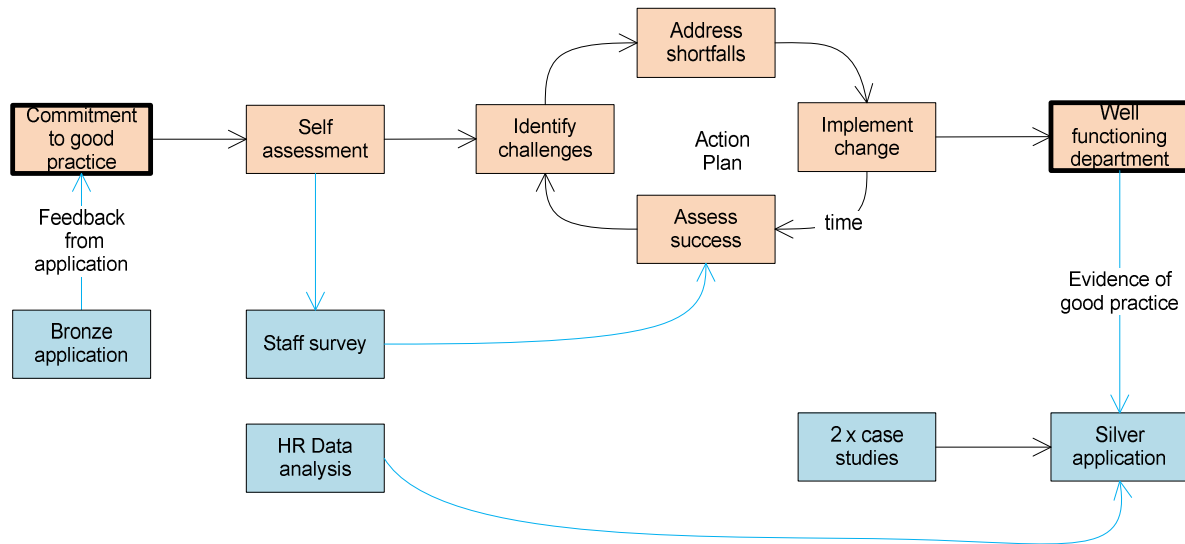
3. **Project Working Group**:

Jen Burr	Reader	Clive Masson	Lead Administrator
Vincent Baron	PhD student	Fergus Neville	Post Doc / Project Manager
Janet Cox-Singh	Lecturer	Silvia Paracchini	RS Fellow
David Crossman	Dean	Sam Pitt	RES Fellow
Candace Currie	Chair	Abi Redwood	UG student
Laura Hay	PhD student	Karen Ross	Administrator
Gerry Humphris	Professor	Julie Struthers	Learning Technology Consultant
Karen Hunter	Administrator	Winfried VD Sluijs	Researcher
Amy Ma	3rd year student	Gill Rhodes	Administrator

4. **Project Manager**. Dr Fergus Neville is appointed as the Athena SWAN submission Project Manager on a short term basis.

5. **Main Work strands**. Work on the path to 'a good place to work' can be grouped into five thematic strands (see schematic overleaf):

   a. Work/Life balance (including working hours and inclusive social activities)

   b. Return to work (maternity, paternity, carer leave, sick leave and information for new starts)

   c. Celebrating achievement, Ethos and Positive work environment

   d. Appraisal and Promotion process awareness

   e. CPD and Mentoring

The Critical Path – what the school will do in order to improve

Commitment to good practice → Self assessment → Identify challenges

Address shortfalls

Action Plan

Implement change → Well functioning department

Assess success ← time

Feedback from application

Bronze application

Staff survey

HR Data analysis

Evidence of good practice

2 x case studies → Silver application

Athena SWAN steps and activities required for a Silver application

Components and steps in thematic strands

	Autumn 14	Winter 14/15	Spring 2015
Balanced workforce	Teaching Activity Survey		Recruitment strategy
Level field	E and D training for all		
	Fair cttee membership		
Quality of life	Space planning and Infra Cttee		
		Task Force on Working Hours	Revision / adaption of HR Policies
		Task Force on 'Return to work'	A good place to work
Good comms		Task Force - Celebrate Achievements	Revision of website(s)
Professional Development		Task Force – appraisal / promotion	'better' line management
	Revised line mgt structure		
		Task Force – CPD / Mentoring	