

School of Natural Sciences Diversity and Inclusion Policies – Phase 1

For implementation on 11th February 2021, International Day of Women and Girls in Science 2021

1. The School will promote the policy that all staff have the right to disconnect from email outside normal working hours.
2. Line managers and Staff for whom line managers are responsible will hold a review and discussion meeting annually. This may be requested by either the staff member or line manager.
3. Any member of staff who is leaving their post before their contract termination date will be encouraged to complete an exit interview.
4. Formal mentoring for all non-permanent contract staff will be implemented at Discipline, School or College level.
5. School and/or Discipline level induction will be implemented for all new staff including post-doctoral Fellows.
6. The School and Disciplines will facilitate students that have opted to report their gender pronoun in College registration by including their gender recognition on class lists and other key documents circulated to staff.
7. Handbooks and guides for incoming staff, undergraduates and postgraduates will contain a glossary of terms, acronyms and abbreviations that are routinely used in College but are not in wider use by the international community. This will include online systems and a listing of buildings and associated facilities utilised by the School.

APPENDIX

Background details and implementation plan for policies

The School will promote the policy that all staff have the right to disconnect from email outside normal working hours.

The purpose of this policy is to make clear that members of the School are not expected to read or reply to email outside of normal working hours (except in exceptional circumstances). This policy recognises the right for people to disconnect from their job. Although emails can be sent at any time, there is no obligation on the receiver to view, respond to, or do any work associated with, out of hours email until normal working hours.

Implementation: The policy will be stated in the School's Diversity and Inclusion Policies which will be posted on the School website. Staff will also be invited to include an appropriate statement on

their email signature: e.g. The School of Natural Sciences recognises the right to disconnect and there is no obligation to respond to (or read) out of hours emails until normal working hours.

Line managers and Staff for whom line managers are responsible will hold a review and discussion meeting annually. This may be requested by either the staff member or line manager.

The purpose of this policy is to ensure that all staff have access to a process that reviews their performance and facilitates a two way dialogue on professional development. 63% of survey respondents had not undertaken a work appraisal or annual review with their line manager within the last two years (higher proportion of female staff). Of those that did, 78% found it useful (higher proportion of female staff). Of those that didn't, 74% responded that they would welcome the opportunity (same proportion of female and male staff).

Implementation: Line managers to invite staff that they are responsible for to an annual review and discussion meeting.

Any member of staff who is leaving their post before their contract termination date will be encouraged to complete an exit interview.

The purpose of this policy is to gather data on the reasons for early departure. The analysis of the data will be used to consider ways of improving retention of staff and their professional development. This policy is an action from the last Athena SWAN application.

Implementation: Line managers should encourage leaving staff to complete the interview with College HR or in the School with their line manager or a mutually agreed third party.

Formal mentoring for all non-permanent contract staff will be implemented at Discipline, School or College level.

The purpose of this policy is to ensure that non-permanent contract staff participate in active career development. The desire for and perceived benefits of mentoring were expressed strongly in the staff survey. 'Improve mentoring for Postdocs' was a stated action in the last Athena SWAN application.

Implementation: Line managers and Principal Investigators are to ensure that mentoring is initiated either by themselves or an appropriate designated person. A policy document will be developed to guide mentors and mentees. Mentoring activity will be catalogued via annual review and discussion meetings or exit interview reports.

School and/or Discipline level induction will be implemented for all new staff including post-doctoral Fellows.

The purpose of this policy is to ensure that all staff are offered some level of induction when starting work in the School. 33% of survey respondents reported that they had not been offered induction training; over 80% of them considered that it would have been useful.

Implementation: Line managers and Principal Investigators are to ensure that induction training is offered to all incoming staff. A checklist will be developed to assist line managers and PIs to implement this policy.

The School and Disciplines will facilitate students that have opted to report their gender pronoun in College registration by including their gender recognition on class lists and other key documents circulated to staff.

Gender identity has been highlighted as a significant issue in a recent Students' Union survey. The School should recognise this by facilitating gender identity on class lists of student names.

Implementation: Students will be given the option to include their preferred pronoun during College registration which will then be recorded on class lists used by the School and disciplines.

Handbooks and guides for incoming staff, undergraduates and postgraduates will contain a glossary of terms, acronyms and abbreviations that are routinely used in College but are not in wider use by the international community. This will include online systems and a listing of buildings and associated facilities utilised by the School.

The purpose of the policy is to foster greater accessibility for incoming students especially for non-nationals. Terms such as "sophister", "Hilary term" and terms specific to European education like "demonstrating", "invigilation", "PI" can be barriers in communication.

Implementation: A glossary of terms will be developed that will be included as an appendix to handbooks and posted in the School website.