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**How the University of Sheffield complies with the requirements for a Gender Equality Plan (GEP)**

\*\*Note the following document addresses the Horizon Europe GEP requirements\*\*

The University of Sheffield is committed to promoting and securing gender equality, continually seeking to identify and mitigate disparities. We align with the Horizon Europe Gender Equality Plan (GEP) requirements as follows:

**Mandatory requirements:**

**Public document**

*“The GEP must be a formal document published on the institution’s website, signed by the top management and actively communicated within the institution. It should demonstrate a commitment to gender equality, set clear goals and detailed actions and measures to achieve them.”*

Advance HE’s Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths and medicine (STEMM) employment in higher education and research.

In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.

The University of Sheffield has an excellent track record, being members since 2011 and with 21 of our individual departments holding either a bronze or silver award alongside our institutional silver award. Our longstanding membership of the Athena SWAN Charter demonstrates the University’s commitment to gender equality. It also provides us with an action plan against which we measure our progress and success.

**Dedicated resources**

*“A GEP must have dedicated resources and expertise in gender equality to implement the plan. Organisations should consider what type and volume of resources are required to support an ongoing process of sustainable organisational change.”*

Each faculty and department has either an appointed EDI representative which covers responsibility for gender equality alongside other protected characteristics or, in the case of Athena SWAN award holding departments, a dedicated gender equality champion. We also hold a Council EDI committee with representatives from education, research and HR/professional services, which is responsible for promoting diversity and inclusion (including along gender lines), one of the priorities of our [One University vision.](https://www.sheffield.ac.uk/vision/one-university/diversity-inclusion)

In addition, in order to contribute to existing University targets to increase the representation of women at professorial level, there are a number of initiatives aimed at facilitating female progression:

Women Academic Returners' Programme (WARP)

WARP is designed to support academics and researchers on their return from maternity leave, and aims to enable women to concentrate on their research activities and continued professional development on return from maternity leave, thus facilitating career development/progression.

Women@TUOS

The Women@TUoS network supports initiatives that help women to reach their potential in the Science and Engineering disciplines and links women together to run events, promote women in STEM, share information and develop support.

Women Professors network

The Women Professors Network, a subsidiary of the women’s network, aims to provide an informal environment in which to discuss topics of mutual interest and share areas of good practice in a range of areas, as well as share their experience to the wider network and support progression

Women in Engineering

The Women in Engineering initiative by the Faculty of Engineering is 10 years old and is dedicated to encouraging, inspiring and supporting female staff and students by aiming to redress gender imbalance and raise the profile of talented female engineers.

**Data collection and monitoring**

*“Organisations must collect sex/ gender disaggregated data on personnel (and students, for the establishments concerned) with annual reporting based on indicators. Organisations should consider how to select the most relevant indicators, how to collect and analyse the data, including resources to do so, and should ensure that data is published and monitored on an annual basis. This data should inform the GEP’s objectives and targets, indicators, and ongoing evaluation of progress.”*

Gender disaggregated data for our Athena SWAN submission is collated and produced by the Planning and Insight department and is released to Athena SWAN champions and departments three times a year:

The following information is contained in the packs:

**Student data**

* Applications, offers and accepts
* Students registered to the department across all years
* Students who have completed their degree and what grade they received
* Students who have progressed from undergraduate study to postgraduate study
* Information on students registered at competitor institutions

**Staff data**

* A breakdown of staff numbers
* Staff leavers
* Numbers of promotions
* Maternity leave stats
* Recruitment, shortlisting and appointments

**Training records**

How many people have completed training relevant to staff development or equality and diversity. Five-year data that includes:

* The percentage of female academic staff who participated in mentoring programmes
* The percentage of staff by gender who participated in other relevant training

**Training**

*“The GEP must also include awareness-raising and training actions on gender equality. These activities should engage the whole organisation and be an evidence-based, ongoing and long-term process. Activities should cover unconscious gender biases training aimed at staff and decision-makers and can also include communication activities and gender equality training that focuses on specific topics or addresses specific groups.”*

All Staff are required to undertake a mandatory online training module on Equality, Diversity and Inclusion. In addition, a suite of e-learning relating to equality and diversity is open to all staff. This includes a recently added module on active allyship, which is broken down into different content depending on how much time trainees have to spare and building on previous learning. In addition to this online training offering, face to face training is also organised.

We also offer a number of learning events specifically targeted at female staff, including Get Noticed, Dealing with Difficult Situations and the Art and Practice of Networking.

**Recommended requirements**

**Work-life balance and organisational culture**

* This is covered in the Institutional Athena Swan application under sections 5.3 (iv) Flexible Working and 5.4 Organisation and Culture. See also the following pages:
* <https://www.sheffield.ac.uk/jobs/benefits#work-life>
* <https://www.sheffield.ac.uk/inclusion/disability/improving-disability-equality>
* <https://staff.sheffield.ac.uk/hr/policies/code-conduct>

**Gender balance in leadership and decision-making**

* This is covered in the Institutional Athena Swan application under section 5.4 Organisation and Culture.

**Gender equality in recruitment and career progression**

* This is covered in the Institutional Athena Swan application under sections 4.1 Academic and research staff data, 5.1 Key Career Transition Points: Academic Staff, and 5.2 Career Development: Academic Staff.

**Integration of the gender dimension into research and teaching content**

Please see the relevant websites below:

* <https://www.sheffield.ac.uk/inclusion/gender/stories>
* <https://staff.sheffield.ac.uk/events/gender-equality-challenges-within-research>
* <https://www.sheffield.ac.uk/ihuman/our-work/marginalised-humans>

**Measures against gender-based violence including sexual harassment**

* This is covered in the Institutional Athena Swan application under section 5.4 Organisation and Culture. Information on this and support is available from our [Dignity at work webpage.](https://staff.sheffield.ac.uk/hr/policies/dignity-work)
* We also hold a sexual violence and harassment working group which reports directly into Council EDI Committee, as well has report and support reps being on the other EDIC advisory groups (Gender Equality Committee, Race Equality Steering Group etc.)