



Call identifier: H2020-GERI-2015-1
Type of Action: Coordination and Support Action (CSA)
Project n°: 710534
Project Acronym: SAGE
Project title: Systemic Action for Gender Equality
Project Co-ordinator contact: edrew@tcd.ie
Start Date of Project: 01/09/2016
Duration of Project: 36 Months

Deliverable 2.3 Template for the collection of gender-disaggregated secondary data

Work Package: 2 – Institutional Self Assessment



Acknowledgment: This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 710534

The SAGE Consortium comprises:

(Coordinator)	Centre for Women in Science & Engineering Research (WiSER), Trinity College Dublin	Ireland
	Università degli Studi di Brescia	Italy
	Kadir Has University	Turkey
	Instituto Universitário De Lisboa	Portugal
	Sciences Po Bordeaux	France
	International University of Sarajevo	Bosnia and Herzegovina
(Evaluator)	Queen's University Belfast	UK

Acknowledgements

The authors wish to thank all the partners, volunteers and supporters of the SAGE project

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Introduction

As part of initial gender impact assessment each SAGE partner, will collect and conduct an analysis of gender disaggregated data relating to the progression of students and the recruitment, retention and career progression of academic and research staff.

The tables supplied at the end of this document were circulated to all SAGE partners as Excel spreadsheets with active formulas for each partner to complete.

Prompts for completion of data collection templates

The data templates provide participating institutions with a structured approach to the collection and analysis of baseline gender disaggregated data from existing sources within each respective institution. The data templates have been designed to allow for adaptation to best suit the needs of the individual institutions.

Completion of the templates should help to identify gaps in the current availability of relevant data and to consider arrangements for the capture of information on an ongoing basis for monitoring and evaluation purposes.

A series of prompts and questions have been developed to complement the data templates. Participating institutions will find these of assistance when analysing the baseline data, identifying any additional analysis which may be required and considering appropriate actions to address any issues identified from the analysis.

The data templates make provision for the collection and analysis of the data on an annual basis to identify trends and to monitor the progress towards the achievement of targets in the Gender Equality Plan.

Table 1 Governing bodies and senior management committees

- Comment on the numbers of men and women on each of the Institution's Governing Bodies and senior management committees.
- How close is the representation of men and women on each of the Governing Bodies and senior management committees to gender balance?
- How is membership of each of the Governing Bodies and senior management committees decided?
- When is membership of each of the Governing Bodies and senior management committees due to be renewed?
- What actions have been taken or are planned to improve gender representation on each of the Governing Bodies and senior management committees?

Table 2 Student body and national benchmarking data

Profile of Undergraduate Students

- Comment on the percentage of men and women at undergraduate level.
- Consider how close the Institution's undergraduate gender profile is to gender balance.
- How does the Institution's undergraduate gender profile compare with the national benchmarking data?
- Consider what factors may have contributed in the Institution's undergraduate gender profile e.g. the gender profile of specific faculties, schools, departments.
- What further analysis would be beneficial in providing a better understanding of the Institution's undergraduate gender profile?
- What actions have been taken or are planned to address any gender underrepresentation at undergraduate level?

Profile of Postgraduate Students (Masters and / or PhD to reflect the Institutional system)

- Comment on the percentage of men and women at postgraduate level.
- Consider how close the Institution's postgraduate gender profile is to gender balance.
- How does the Institution's postgraduate gender profile compare with the national benchmarking data?
- How does the Institution's postgraduate gender profile compare with the undergraduate gender profile?
- Consider what factors may have contributed to the Institution's postgraduate gender profile.
- What further analysis would be beneficial in providing a better understanding of the Institution's postgraduate gender profile e.g. gender profile of postgraduate taught and postgraduate research students, masters and postdoctoral level?
- What actions have been taken or are planned to address any gender underrepresentation at postgraduate level?

Table 3 Academic and research staff and national benchmarking data

- Comment on the percentage of academic men and women overall and at each grade.
- Consider how close the Institution's academic profile is to gender balance.
- Is there a loss of men or women at any specific grade(s)?
- How does the Institution's academic profile compare with the national benchmarking data?
- Consider what factors may have contributed to the Institution's academic gender profile.
- What further analysis would be beneficial in providing a better understanding of the Institution's academic gender profile e.g. gender profile of faculties, research institutes?
- What actions have been taken or are planned to address any gender underrepresentation(s)?

Table 4 Academic and research staff, contact type (permanent / open-ended, fixed-term, zero hours / hourly contracts)

- Comment on the percentage of academic men and women on fixed-term, open-ended and zero hours / hourly contracts.
- What is the difference, if any, between the percentage of the male academic staff and the percentage of the female academic staff employed on fixed term contracts?
- What are the reasons for any differences in the percentage of men and women employed on fixed-term contracts?
- Is there any difference in the percentage of the women who are employed on zero hours / hourly contracts compared with the percentage of the men on zero hours / hourly contracts?
- What are the reasons for any differences in the percentage of men and women employed on zero hours / hourly contracts?
- What actions have been taken or are planned to address any issues in relation to fixed term and / or zero hours / hourly contracts?

Table 5 Academic and research staff, full-time and part-time status

- Comment on the percentage of academic men and women working part-time.
- What is the difference, if any, between the percentage of the male academic staff and the percentage of the female academic staff working part-time?
- What are the reasons for any differences in the percentage of men and women working part-time?
- What actions have been taken or are planned to ensure that staff working part-time are not at a disadvantage e.g. consideration of criteria for promotion, timings of meetings, access to career development opportunities?

Table 6 Recruitment

- What autonomy does the Institution have in the recruitment and selection of academic staff?
- Comment on the percentage of men and women applying for vacancies at each grade.
- How does the gender profile of those shortlisted compare with the profile of applicants at each grade?
- How does the gender profile of those offered positions compare with the profile of those shortlisted at each grade?
- How does the gender profile of those appointed compare with the profile of those offered posts at each grade?
- Consider the reason(s) for any differences in the gender profile at successive stages in the recruitment process.
- What further analysis would be beneficial in providing a better understanding of any differences in the success rates of men and women?
- What actions have been taken or are planned to address any issues in relation to the recruitment and selection of academic staff? e.g. encourage applications from the men/women, as appropriate, ensuring gender balance on recruitment panels, unconscious bias training for panel members, gender proofing/impact assessment of relevant policies?

Table 7 Promotions

- What autonomy does the Institution have in the promotion of academic staff?
- Comment on the percentage of men and women applying for promotions at each grade.
- Does the gender profile of the applications for promotion reflect the gender profile at the respective grade?
- Consider the reason(s) for any difference in the percentage of men and women applying for promotions.
- Comment on any differences in the success rates of men and women at each grade.
- Consider the reason(s) for any differences in the success rates of men and women.
- What further analysis would be beneficial in providing a better understanding of any differences in the promotion application and success rates for men and women?
- What actions have been taken or are planned to address any issues relating to academic promotion e.g. promotional workshops, mentoring, unconscious bias training for decision makers, gender proofing/impact assessment of relevant policies, focus groups?

Table 8 Leavers

- Comment on the percentage of men and women leaving at each grade.
- Does the gender profile of leavers reflect the gender profile at the respective grade?
- Comment on the reason(s) for any difference in the percentage of men and women leaving?
- Is there a difference in the reasons for leaving in respect to men and women?
- What further analysis would be beneficial in providing a better understanding of any differences in gender profile of leavers?
- What actions have been taken or are planned to address any issues relating to leavers e.g. exit questionnaires, focus groups, culture survey?

Table 9 Gender pay audit

- How often does the Institution carry out a gender pay audit?
- Comment on any identified pay gaps in the Institution's most recent gender pay audit.
- What are the main factors that have contributed to any pay gaps e.g. length of service, differences in starting salaries?
- What changes, if any, have there been to the gender pay gap(s) since a previous pay audit?
- What factors may have contributed to any changes in the gender pay gap(s)?
- What actions have been taken or are planned to address any gender pay gaps?

Table 10 Uptake of work life balance provision

- Comment on the range of work life policies in place in the Institution.
- Consider how the Institution's work life balance provision compares with statutory entitlement.
- Consider how members of staff are made aware of the Institution's work life balance provision?
- Comment on the uptake by men and women of the each of the work life balance provisions.
- How does the uptake of the work life balance provisions compare with what might be expected?
- What further analysis would be beneficial in understanding the reasons for any lower than expected uptake by men and / or women of the work life balance provisions?
- What actions have been taken or are planned to increase the uptake of work life balance provision?

Table 11 Maternity / Adoption Leave

- Comment on the number of members of staff on maternity / adoption leave at each grade.
- Comment on the average length of maternity / adoption leave taken at each grade.
- How does the average length of time taken on maternity / adoption leave by academic staff compare to statutory entitlement and to maternity / adoption leave provision available in the Institution?
- Comment on the number of members of staff who do not return from maternity / adoption leave and the reasons for not returning.
- What further analysis would enhance understanding of issues related to maternity / adoption leave e.g. the impact which maternity / adoption leave may have on career progression, impact on women on fixed term contracts, reasons for differences between maternity / adoption leave entitlement and leave taken by academic women?
- What actions have been taken or are planned to ensure that women taking maternity / adoption leave are not at a disadvantage e.g. support prior, during and returning from maternity / adoption leave, consideration of criteria for promotion, timings of meetings?

Table 12 External research funding applications and success rates

- Comment on the percentage of men and women applying for external research funding?
- Comment on any differences in the success rate of men and women who applied for external research funding.
- Consider the reason(s) for any differences in the success rates of men and women in gaining external research funding.
- How does the success rates of men and women in the Institution compare with available benchmarking data?
- Consider what factors may have contributed to any differences in the success rates of men and women.
- What further analysis would be beneficial in providing a better understanding of any differences in the application rates and success rates of men and women applying for external research funding e.g. analysis by grade, faculty, department?
- What actions have been taken or are planned to address any differences in the application rates and success rates of men and women applying for external research funding?

Tables



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Table 1

GOVERNING BODIES AND SENIOR MANAGEMENT COMMITTEES



	20__ / 20__ (Baseline) ¹		20__ / 20__ ²		20__ / 20__ ²		20__ / 20__ ²	
	Men	Women	Men	Women	Men	Women	Men	Women
Senate								
Board of Trustees								
University Board / Academic Council / Board of Directors / General Council								
Rector / President/ Chancellor / Vice- Chancellor / Vice-Rector / Deans								
Heads of Faculty / School / Department								
Heads of Service / Heads of Non-Academic Units								
Other (Please specify)								

¹ Insert most recent year for which accurate data is available

² Insert subsequent years

Note: Amend / replace titles of Governing Bodies and Senior Management Committees to reflect the Institution's structures

Table 2



STUDENT BODY AND NATIONAL BENCHMARK DATA

YEAR	Undergraduate				Total n	Undergraduate ³ Benchmark data		Masters				Total n	Masters ³ Benchmark data		PhD				Total n	PhD ³ Benchmark data			
	Men		Women			Men	Women	Men		Women			Men	Women	Men		Women			Men	Women		
	n	%	n	%				n	%	n	%				n	%	n	%				n	%
	%	%	%	%				%	%	%	%				%	%	%	%				%	%
20__ (Baseline) ¹		#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				
20__ / 20__ ²		#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				
20__ / 20__ ²		#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				
20__ / 20__ ²		#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				#DIV/0!		#DIV/0!	0				

¹ Insert most recent year for which accurate data is available

² Insert subsequent years

³ Indicate source of benchmarking data

Note: Amend as appropriate for the Institution

Table 3

ACADEMIC AND RESEARCH STAFF AND NATIONAL BENCHMARK DATA



Grade	20__ / 20__ (Baseline) ¹					Benchmark Data ²	
	Men		Women		Total	Men	Women
	n	%	n	%	n	%	%
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		
Full Professor		#DIV/0!		#DIV/0!	0		
Other (Please specify)		#DIV/0!		#DIV/0!	0		
Total	0	#DIV/0!	0	#DIV/0!	0		

¹ Insert most recent year for which accurate data is available

² Indicate source of benchmarking data

Grade	20__ / 20__ ³					Benchmark Data	
	Men		Women		Total	Female	Male
	n	%	n	%	n	%	%
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		
Full Professor		#DIV/0!		#DIV/0!	0		
Other (Please specify)		#DIV/0!		#DIV/0!	0		
Total	0	#DIV/0!	0	#DIV/0!	0		

³ Insert year

Grade	20__ / 20__ ³					Benchmark Data	
	Men		Women		Total	Female	Male
	n	%	n	%	n	%	%
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		

Full Professor		#DIV/0!		#DIV/0!	0	
Other (Please specify)		#DIV/0!		#DIV/0!	0	
Total	0	#DIV/0!	0	#DIV/0!	0	

³ Insert year

Grade	20__ / 20__ ³					Benchmark Data	
	Men		Women		Total	Female	Male
	n	%	n	%	n	%	%
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		
Full Professor		#DIV/0!		#DIV/0!	0		
Other (Please specify)		#DIV/0!		#DIV/0!	0		
Total	0	#DIV/0!	0	#DIV/0!	0		

³ Insert year

Table 4

ACADEMIC AND RESEARCH STAFF, CONTRACT TYPE (PERMANENT / OPEN-ENDED, FIXED TERM, ZERO HOURS / HOURLY)

Grade	20__ (Baseline) ¹														
	Permanent / Open-ended					Fixed Term					Zero Hours / Hourly Contracts				
	Men		Women		Total	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

¹ Insert most recent year for which accurate data is available

Grade	20__ ²														
	Permanent / Open-ended					Fixed-Term					Zero Hours / Hourly Contracts				
	Men		Women		Total	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

² Insert year

Grade	20__ ²														
	Permanent / Open-ended					Fixed-Term					Zero Hours / Hourly Contracts				
	Men		Women		Total	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

² Insert year

Table 4

ACADEMIC AND RESEARCH STAFF, CONTRACT TYPE (PERMANENT / OPEN-ENDED, FIXED TERM, ZERO HOURS / HOURLY)

Grade	20__ ²														
	Permanent / Open-ended					Fixed-Term					Zero Hours / Hourly Contracts				
	Men		Women		Total	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

² Insert year

Table 5

ACADEMIC AND RESEARCH STAFF, CONTRACT STATUS (FULL-TIME, PART-TIME)



Grade	20__ (Baseline) ¹									
	Full-Time					Part-Time				
	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

¹ Insert most recent year for which accurate data is available

Grade	20__ ²									
	Full-Time					Part-Time				
	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

² Insert year

Grade	20__ ²									
	Full-Time					Part-Time				
	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

² Insert year

Grade	20__ ²									
	Full-Time					Part-Time				
	Men		Women		Total	Men		Women		Total
	n	%	n	%	n	n	%	n	%	n
Research Assistant & Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Full Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0

² Insert year

Table 6

RECRUITMENT



Grade	Recruitment Stage	20__ / 20__ (Baseline) ¹				Total n
		Men		Women		
		n	%	n	%	
Research Assistant / Research Fellow	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Lecturer / Assistant Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Senior Lec / Associate Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Full Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0

Table 6



RECRUITMENT

	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Other (Please specify)	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	

¹ Insert most recent year for which accurate data is available

Note: Amend to reflect the Institution's recruitment process and availability of data

Table 6

RECRUITMENT



Grade	Recruitment Stage	20__ / 20__ ²				Total n
		Men		Women		
		n	%	n	%	
Research Assistant / Research Fellow	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Lecturer / Assistant Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Senior Lec / Associate Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Full Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0

Table 6



RECRUITMENT

	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Other (Please specify)	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	

² Insert year

Table 6

RECRUITMENT



Grade	Recruitment Stage	20__ / 20__ ²				Total n
		Men		Women		
		n	%	n	%	
Research Assistant / Research Fellow	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Lecturer / Assistant Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Senior Lec / Associate Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Full Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0

Table 6



RECRUITMENT

	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Other (Please specify)	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	

² Insert year

Table 6

RECRUITMENT



Grade	Recruitment Stage	20__ / 20__ ²				Total n
		Men		Women		
		n	%	n	%	
Research Assistant / Research Fellow	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Lecturer / Assistant Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Senior Lec / Associate Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Full Professor	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0

Table 6



RECRUITMENT

	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	
Other (Please specify)	Applications		#DIV/0!		#DIV/0!	0
	Shortlisted		#DIV/0!		#DIV/0!	0
	offers		#DIV/0!		#DIV/0!	0
	Appointments		#DIV/0!		#DIV/0!	0
	Success Rate (Applications / Offers)		#DIV/0!		#DIV/0!	

² Insert year

Table 7

PROMOTIONS



This table is for completion only by those Institutions with an internal promotions process

Grade on Application	20__ (Baseline) ¹											
	Applications Received					Promoted					Success Rate	
	Men		Women		Total	Men		Women		Total	Men	Women
	n	%	n	%	n	n	%	n	%	n	%	%
Research Assistant / Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Total	0		0		0	0		0		0		

¹ Insert most recent year for which accurate data is available

Grade on Application	20__ ²											
	Applications Received					Promoted					Success Rate	
	Men		Women		Total	Men		Women		Total	Men	Women
	n	%	n	%	n	n	%	n	%	n	%	%
Research Assistant / Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Total	0		0		0	0		0		0		

² Insert year

Table 7

PROMOTIONS



This table is for completion only by those Institutions with an internal promotions process

Grade on Application	20__ ²											
	Applications Received					Promoted					Success Rate	
	Men		Women		Total	Men		Women		Total	Men	Women
	n	%	n	%	n	n	%	n	%	n	%	%
Research Assistant / Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Total	0		0		0	0		0		0		

² Insert year

Grade on Application	20__ ²											
	Applications Received					Promoted					Success Rate	
	Men		Women		Total	Men		Women		Total	Men	Women
	n	%	n	%	n	n	%	n	%	n	%	%
Research Assistant / Fellow		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Senior Lecturer / Associate Professor		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Other (Please specify)		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
Total	0		0		0	0		0		0		

² Insert year

Table 8

LEAVERS



Reason	Grade	20__ / 20__ (Baseline) ¹		20__ / 20__ ²		20__ / 20__ ²		20__ / 20__ ²	
		Men	Women	Men	Women	Men	Women	Men	Women
End of Contract	Research Assistant / Fellow								
	Lecturer / Assistant Professor								
	Senior Lecturer / Associate Professor								
	Full Professor								
	Other (Please specify)								
Resignation	Research Assistant / Fellow								
	Lecturer / Assistant Professor								
	Senior Lecturer / Associate Professor								
	Full Professor								
	Other (Please specify)								
Retirement	Research Assistant / Fellow								
	Lecturer / Assistant Professor								
	Senior Lecturer / Associate Professor								
	Full Professor								
	Other (Please specify)								
Other (Please specify)	Research Assistant / Fellow								
	Lecturer / Assistant Professor								
	Senior Lecturer / Associate Professor								
	Full Professor								
	Other (Please specify)								
Total									

¹ Insert most recent year for which accurate data is available

² Insert subsequent years

Table 9

GENDER PAY AUDIT



This table is for completion only by those Institutions which have carried out a gender pay audit

Year of Gender Pay Audit	Grade	Men		Women		Number	Gender Pay Gap ² if any
		n	%	n	%		
20__ ¹	Research Assistant & Fellow		#DIV/0!		#DIV/0!	0	
	Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0	
	Senior Lec / Associate Professor		#DIV/0!		#DIV/0!	0	
	Full Professor		#DIV/0!		#DIV/0!	0	
	Total	0	#DIV/0!	0	#DIV/0!	0	
20__ ¹	Research Assistant & Fellow		#DIV/0!		#DIV/0!	0	
	Lecturer / Assistant Professor		#DIV/0!		#DIV/0!	0	
	Senior Lec / Associate Professor		#DIV/0!		#DIV/0!	0	
	Full Professor		#DIV/0!		#DIV/0!	0	
	Total	0	#DIV/0!	0	#DIV/0!	0	

¹Insert year of gender pay audit

² The gender pay gap has been defined as the difference between the average pay of men and the average pay of women (i.e. the average pay of men minus the average pay of women) expressed as a percentage of the average pay of men. A negative value would indicate that the average pay of women was greater than the average pay of men.

Table 10

UPTAKE OF WORK-LIFE BALANCE PROVISION



	20__ (Baseline) ¹			20__ / 20__ ²			20__ / 20__ ²			20__ / 20__ ²		
	In Place Y/N	Men	Women	In Place Y/N	Men	Women	In Place Y/N	Men	Women	In Place Y/N	Men	Women
Paternity Leave												
Shared Paternity Leave												
Parental Leave												
Flexible Working												
Career Break												
Sabbatical Leave												
Other (Please specify)												

¹ Insert most recent year for which accurate data is available

² Insert subsequent years

Table 11

MATERNITY / ADOPTION LEAVE



Grade	20__ (Baseline) ¹				
	On maternity / adoption leave	Returned from maternity / adoption leave		Did not return from maternity / adoption leave	
	Number	Number	Average length of leave taken	Number	Reasons for not returning
Research Assistant / Research Fellow					
Lecturer / Assistant Professor					
Senior Lecturer / Associate Professor					
Full Professor					
Other					
Total					

¹ Insert most recent year for which accurate data is available

Note: If there are sensitivities involved in providing the information by grade, combine grades as required

Grade	20__ ²				
	On maternity / adoption leave	Returned from maternity / adoption leave		Did not return from maternity / adoption leave	
	Number	Number	Average length of leave taken	Number	Reasons for not returning
Research Assistant / Research Fellow					
Lecturer / Assistant Professor					
Senior Lecturer / Associate Professor					
Full Professor					
Other					
Total					

² Insert year

Table 11

MATERNITY / ADOPTION LEAVE



Grade	20__ ²				
	On maternity / adoption leave	Returned from maternity / adoption leave		Did not return from maternity / adoption leave	
	Number	Number	Average length of leave taken	Number	Reasons for not returning
Research Assistant / Research Fellow					
Lecturer / Assistant Professor					
Senior Lecturer / Associate Professor					
Full Professor					
Other					
Total					

² Insert year

Table 11

MATERNITY / ADOPTION LEAVE



Grade	20__ ²				
	On maternity / adoption leave	Returned from maternity / adoption leave		Did not return from maternity / adoption leave	
	Number	Number	Average length of leave taken	Number	Reasons for not returning
Research Assistant / Research Fellow					
Lecturer / Assistant Professor					
Senior Lecturer / Associate Professor					
Full Professor					
Other					
Total					

² Insert year

Table 12



EXTERNAL RESEARCH FUNDING APPLICATIONS AND SUCCESS RATES

Year	Research Grant Applications				Success Rate				Benchmark Data ³		
	Men		Women		Total n	Men		Women		Men	Women
	n	%	n	%		n	% of Applications	n	% of Applications	%	%
20__ / 20__ (Baseline) ¹		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!		
20__ / 20__ ²		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!		
20__ / 20__ ²		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!		
20__ / 20__ ²		#DIV/0!		#DIV/0!	0		#DIV/0!		#DIV/0!		

¹ Insert most recent year for which accurate data is available

² Insert subsequent years

³ Indicate source of benchmarking data