Sourcing required data

In your Athena Swan application you will be asked to provide a great deal of data; some of this is collected centrally, some by discrete groups within the University, and some will need to be collated in department. In this section, we cover both the mandatory data required for the transformed Athena Swan Charter, and additional datasets you may wish to monitor regularly to maintain your understanding of gendered issues in your department. The table below summarises where you can find relevant data:

	Available to you	Available via Divisional facilitator	Held departmentally
MANDATORY DATA (TRANSFORMED CHARTER)			
Staff Survey data	X	X	
Student Survey data	X	X	
Student data	X		
Student Benchmarking (division/university)	X		
Student Benchmarking (HESA)		X	
Staff in Post (grade, contract type)	X		
Staff in Post Benchmarking (division/university)	X		
Staff in Post Benchmarking (HESA)		X	
Recruitment data	X (2017 -)		X
Promotion data		X	X
OTHER DATASETS FOR MONITORING			
Academic Leavers	X		
Training	X		
Grant applications	X		
Induction data			X
PDR/Appraisal			X
Maternity	X		
Flexible working			X

The data in the table below is **required** for a departmental application (see Advance HE guidance documents for further details). First-time Bronze applications should present at least three years of data. Renewal, Silver, and Gold applications should present data covering the period since the previous application (usually five years).

	Department data requirements
1	Students at foundation, UG, PGT and PGR level
2	Degree attainment and/or completion rates for students at foundation, UG, PGT and PGR level
3	Academic staff by grade and contract function
4	Academic staff by grade and contract type
5	Professional, technical and operational (PTO) staff by job family
6	PTO staff by contract type
7	Applications, shortlist and appointments made in recruitment to academic posts
8	Applications, shortlist and appointments made in recruitment to PTO posts
9	Applications and success rates for academic promotion
10	Applications and success rates for PTO progression

Student data

Student data can be accessed in the Tableau resource, Student Data for Athena Swan (NB. If you are outside the University network you will need to use an Oxford VPN connection to access Tableau).

To gain access, see the procedure for getting access to the Tableau server. Your department's Information Custodian will need to request access via the Service Request Form.

Mandatory student data

You are asked to provide:

- Numbers of men and women on access or foundation courses
- Numbers of undergraduate students by gender
- Numbers of men and women on postgraduate taught degrees
- Numbers of men and women on postgraduate research degrees
- Degree attainment and/or completion rates for students at foundation, UG, PGT and PGR degrees

For each level of course you are asked to present total population by gender, and, if appropriate, population by programme by gender. Full details and step-by-step instructions on how to download this data can be found in the 'Sourcing Student data Guide' [LINK to Katherine's doc]

Staff in Post data

Centrally-provided* staff data can be accessed via a Tableau workbook, Athena Staff Data.

In order to gain access to these workbooks, you will need to complete a User Access Form.

Technical queries regarding these datasets should be sent to the HR Analytics Team in Personnel Services (athena.staffdata@admin.ox.ac.uk). The Team also publish detailed guidance (linked from the Tableau workbook). Your divisional Athena Swan co-ordinator can also provide guidance and support.

*Note: the data draws on the information entered into PeopleXD/CoreHR by departmental HR Teams. Staff are grouped broadly according to the following criteria:

- Academic (grade 6+, staff class mostly AC, occasionally AR or AP; includes all titular professors)
- Research (grade 6+, staff class AR or AP; not titular professors)
- Professional and Support (all grades, all staff classifications other than AC, AR, AP)

Be aware:

- For the purpose of these reports, 'Titular Professor' (i.e. when an academic member of staff has been awarded the title of Professor in the Recognition of Distinction exercise) trumps the underlying post: for example, when an Associate Professor or Senior Researcher is awarded the title of Professor they would move from the category of Associate Professor or Senior Researcher into the category of Titular Professor.
- Where an academic post is joint between two or more departments, the postholder will only appear in these reports under the 'lead' or administrative department.
- For reasons such as this, and because there can be some inconsistency with how HR teams enter staff details into PeopleXD/CoreHR, some staff may not appear in categories in the reports as you would expect them to. To check how staff have been categorised, download the underlying data from the tab 'SiP Data'.
- The classifications AC, AR and AP entered into PeopleXD by departmental HR staff are based on the University's Staff Classification scheme. 'Academic' staff are usually those categorised as 'AC Academic' with responsibility for both teaching and research – in HESA/Advance HE terminology they have the 'Contract function'[1] of *teaching and research*. 'Research' staff are those categorised as 'AR Research Fellow' or 'AP Research Staff'[2] in PeopleXD who in HESA/Advance HE terminology have the 'Contract function' of *research only*.
- All those designated as 'Employees' appear in the reports, including 'Variable hours' staff. You are likely to want to separate out variable hours staff for the purposes of Athena Swan reporting. You can use the underlying data ('SiP data' tab) or select 'Working Pattern' = 'Variable Hours' to identify these staff in the reports.
- College appointments are not included, and you are advised not to include data on these staff in your application.

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[1] See information pack for departments at Transformed UK Athena Swan Charter: Information pack and application forms for departments | Advance HE (advance-he.ac.uk)

[2] Unless these staff have been awarded the title of professor, in which case they move to the 'Academic' category

- Some departments which consist of, or in the past consisted of, a number of sub-units, will need to select 'Choose Joint Application' rather than 'Choose Department or Faculty' in the Tableau drop-down menus.

Academic and research staff by contract function (role type and grade) and gender

You should provide data on the gender breakdown of academic and research staff in your department for at least 3 years, and for renewals since your previous application. In MSD, you are likely to want to split your academic and research staff into clinical and non-clinical, whereas in other divisions, a split into titular professor/statutory professor, associate professor and departmental lecturer, for example, may be more appropriate.

Academic and research staff by contract type (fixed-term, open-ended/permanent and zero-hour) and gender

Departments must analyse the gendered split of contract types, to show the gendered use of contracts in your department over time.

You can review this in the way that makes the most sense for your departmental structure and numbers; however it is recommended that you present the distribution of contracts for:

- Female and male academic staff over time
- Female and male research staff over time

Example:
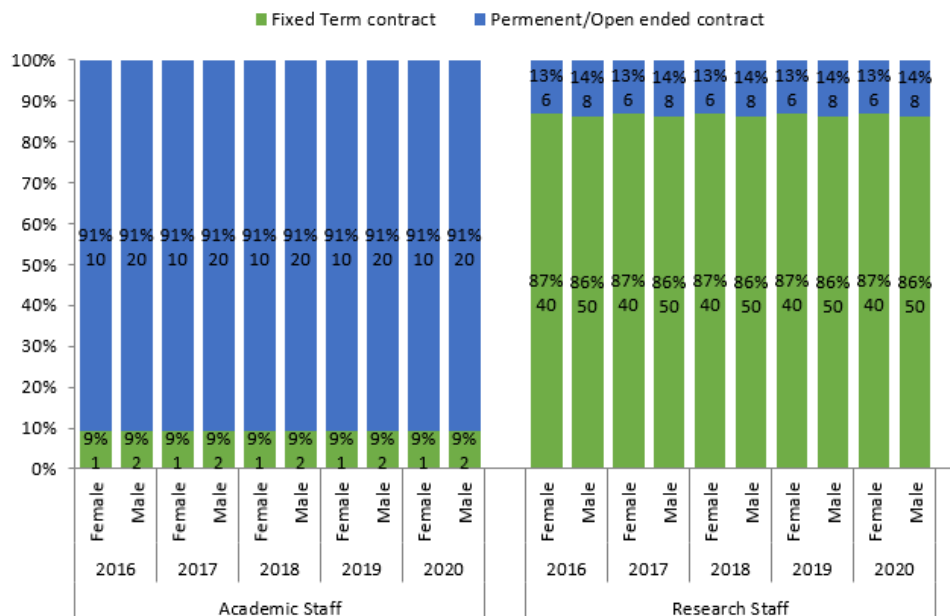
Departments in MSD may wish to separate out clinical and non-clinical staff. In large departments you may wish to present this data separately for your constituent units depending on your narrative. Your divisional advisor can review your data with you and help you decide how to best group/split your staff types.

Professional, technical and operational (PTO) staff by job family

You should provide data on the gender breakdown of professional and technical staff in your department for at least 3 years, and for renewals since your previous application. This should be arranged by job family, which can be accessed via the new PSS tableau reports.

You can draw on the data in the '**Job title description'** field in Tableau to help you define job families for your department. You can use the data to broadly map your staff to certain categories which you can set depending on the size of your PTO staff cohort, and the breadth of role types present in your department.

The job title description data is the most in-depth categorisation of staff roles. This data is input by HR in People XD, and allows you to more easily distinguish between core administration staff, and other administrative, facilities and operational staff. In MSD, trial staff and research management / support staff can be categorised separately.

These categories can be mapped broadly or finely (<mark>see Table in Annex</mark>) – or a department can set their own custom grouping, based on local knowledge of the make-up of PTO staff in the department. In larger departments, you can use the <mark>MSD PTO Staff by job family workbook</mark> to help with this. [link to Katherine's Excel workbook]

Accessing job title description data

You can find the data you need for this section in the Staff in Post workbook in Tableau.

The HR Analytics team have now added the Job Title Description information as a field in the underlying data that feeds the Athena Swan Tableau datasets – you access this slightly differently from the research and academic datasets as this will not be visible in the tables available to download via crosstab.

As usual in SiP data, locate your departmental dataset using the drop downs. 'Click in' to the dataset as usual, select the download icon, but instead of selecting 'Crosstab', choose 'Data':
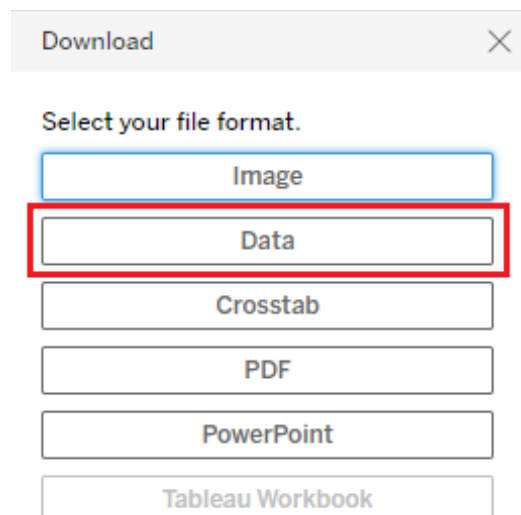
Now you need to access the full dataset, so you need to select the 'full data' tab, select to show all columns, and then download as a text file which will open in Excel:

Professional, technical and operational (PTO) staff by contract type (fixed-term, open-ended/permanent and zero-hour) and gender

Departments must analyse the gendered split of contract types for PTO staff, to show the gendered use of contracts in your department over time. There is no explicit requirement to review contract type by job family.

You can find the data you need for this section in Tableau. The PTO by Job Family Workbook [link to Katherine's Excel file] will also sort your PTO Data by contract type in tab: PTO STAFF CONTRACT TYPE.

Here is an example of how you might present your data:
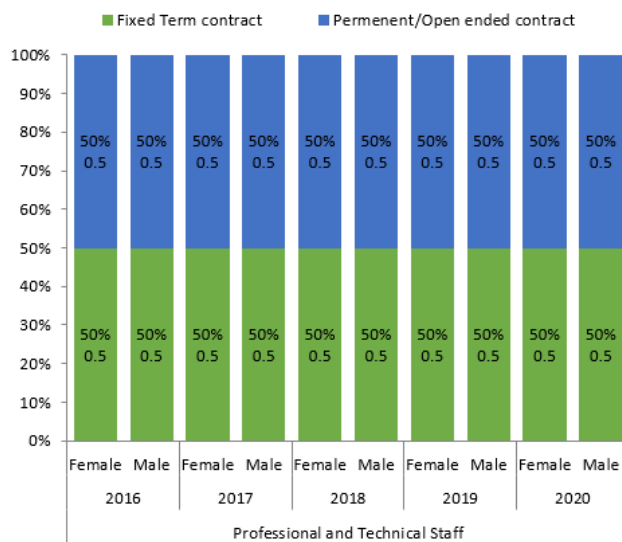
A note on sex and gender:

You may wish to note in your application that University staff data currently only includes comprehensive records relating to *legal (binary) sex*; University datasets on *gender identity* are incomplete and so are not currently used as a basis of reporting. You can address in the narrative of your application steps which you have taken to ensure inclusivity in relation to gender identity within the department.

FOR LARGER DEPARTMENTS - Assistance with data cleansing and manipulation: Academic and Research and PTO Staff in Post

MSD have developed a workbook to support you with data cleansing and grouping: the 'Tableau STAFF DATA MANAGEMENT' [Link to Katherine's workbook] It includes step-by-step instructions on how to download the data, review it for anomalies (PTO staff classed as research and vice versa) and group the data in appropriate ways. It allows you to present your data as follows:

For academic and research staff:

- By grade - allowing the user to group various grades (for example grades 9,10 and senior researcher) to overcome the issues of low staff numbers.

For PTO Staff:

- By broad grouping (Admin, research support, technical staff etc.)

- By a finer grouping where there are specialist groups (eg. research nurses)

For each of these groups it also visualises the contract type split over time.

Assistance with data visualisation and presentation

MSD has curated a series of template charts to help you display both mandatory and non-mandatory data for your Athena Sawn application: 'Department Data visualisation MSD' [link to Katherine's workbook]

These templates provide departments with simple tables and charts into which they can drop their data. Although their use is optional, they may be a useful first step to help you decide how best to present the data for your application, and should save you time in charting your data. You can alter the colours and formatting as much as you wish.

A note on benchmarking

You are asked to benchmark your data throughout, but especially your student and staff data. You can compare against your Division or the University (using data available in Tableau) but it is better to choose a more appropriate comparator for your department. This enables you to assess how your gender balance compares with cognate disciplines, or with the discipline nationally.

National data in the public domain is limited and may not be directly comparable to your department – see the HESA website to find out what is available. More detailed benchmarking data from other UK HEIs by disciplinary area is available from the Heidi Plus database. Please contact your divisional Athena Swan co-ordinator if you would like to request some data. You may also wish to contact colleagues at other institutions to ask if they would be willing to exchange data. Athena Swan applications from other institutions (which are often posted online) can also provide a useful source of benchmarking data.

Think about your possible benchmarks early, as it can take time to get the data you require.

MSD has created a broad benchmarking document which includes staff and student benchmarks for gender and other equality characteristics, including MSD benchmarks, subject level benchmarks and clinical academic benchmarks, which can be found here: [Link to 'MSD Benchmarking document']

Staff recruitment data

Some staff recruitment data (from 2017 onwards)* can be accessed via a Tableau workbook: Athena recruitment data

Access to these workbooks can be arranged as above, by completing a User Access Form

Technical queries regarding these datasets should be sent to the HR Analytics Team in Personnel Services (athena.staffdata@admin.ox.ac.uk). The Team also publish detailed guidance on the Tableau workbooks.

*Note: the data draws on the information entered into PeopleXD/CoreHR by departmental HR Teams. The data in Tableau is not comprehensive. One estimate is that data for up to 55% of posts is incomplete and unavailable. The main causes of incomplete data are that:

- vacancies have not been completed and closed in PeopleXD (CoreHR) by departmental HR teams by the time that data is extracted for the Tableau reports;
- vacancies have been set to 'appointment made' in PeopleXD (CoreHR) by departmental HR teams without all mandatory stages present (i.e. applied, shortlisted, offer made, offer accepted);
- college-led appointments are excluded.

You are advised to ensure that your departmental HR team is aware of the need to enter this data into PeopleXD going forward (see information about data quality from HR Systems), and to be aware that these issues may affect the historical recruitment data which is available to you from Tableau.

In your application you should provide data on:

- Applications, shortlist and appointments made in recruitment to academic posts
- Applications, shortlist and appointments made in recruitment to PTO posts

Departments are required to break down data by gender and grade for applications to academic/research and PTO posts, including shortlisted candidates, offer and acceptance rates, for at least the last 3 years.
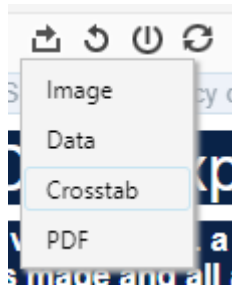
Accessing recruitment data

It is suggested you download the dataset pertaining to your department and manipulate the data in Excel to visualise. To do so, log into Tableau, navigate to the workbook 'Athena_RecruitmentData' and tab 'Data export – view one'.

Small departments - select your department in the first drop down 'Choose Department or Faculty'

Large Departments - if your department spans several CORE HR 'codes' use the second drop down instead, labelled 'Choose Joint Application'

To export data, click on any of the cells generated by selecting your department, and then use the export button ( ) selecting 'Crosstab' to download a .CSV file of the dataset:

MSD have developed a workbook to sort and chart your recruitment data, including step-by-step guidance on how to use it. This document can be accessed here: <mark>AS Recruitment Data Workbook [link]</mark> Once you drop in your data it sorts it and groups it by role type and gender. You can then use this data alongside the <mark>'Tableau Data visualisation' [LINK] workbook</mark> to help you manage the visualisation of data if you are not confident using Excel for your Athena Swan application.

Promotion and progression data

You are asked to provide data on:

- Applications and success rates for academic promotion
- Applications and success rates for PTO progression

Recognition of Distinction

The University provides progression for APs and research staff at Grades 9 and above through the annual Recognition of Distinction exercise, which confers the title of Professor on those who demonstrate exceptional achievements in research, teaching and citizenship.

Data on applications and success rates for the Recognition of Distinction is available via the Staff in Post Tableau workbooks, accessible as outlined above. Note that only limited data is provided, and only in relation to staff for which your department is the 'lead' or 'administrative' department. Contact your divisional Athena Swan co-ordinator if you have any queries about the data. They may be able to provide you with more granular data, including top level information by gender and department on the reason for non-conferral of title.

Regrading

Regrading is where a member of staff (grades 1-9) applies for a grade increase on the basis of a change in responsibilities. This data should be held by your departmental HR team.

Reward and Recognition

The Reward and Recognition Scheme for academic-related and support staff was introduced in 2013 and has two elements:

- an annual gathered field review, the Awards for Excellence Scheme, at departmental level, awarding incremental payments within a simplified framework;
- Recognition Scheme, under which smaller, more timely awards (£200 before tax in all cases) can be made at departmental level to recognise one-off, outstanding contributions at any time of the year.

Data on applications and successes will be held by your departmental HR team.

Internal 'promotion'

This occurs when, for example, an individual has applied for an internal role at a higher grade, or been successful in a grant application which puts them in a more senior position. Your departmental HR team may be able to assist here.

Staff survey data

Staff Experience Survey data for 2021 is available via the People Insight dashboard. Contact sara.smith@admin.ox.ac.uk to obtain access for your department and a guidance document. Your divisional EDI co-ordinator can also offer help with using the dashboard. There is a large amount of data available, and as a minimum you should aim to analyse the results by staff group (PTO staff, Academic & Research staff), and within that by gender. You can also benchmark your data against your division, the University, and other HEIs (where benchmarking questions map to other HEIs' surveys).

Comparisons with 2018 data

Some limited comparisons are possible within the dashboard with 2018 Staff Experience Survey Data. For a detailed dataset of 2018 results please contact your divisional co-ordinator. When comparing to 2018 survey results it is important to note the difference in answer methodology. The 2018 survey dataset used a 4 point Likert scale not including a 'N/A' or 'Neutral' response, but rather a 'don't know' option for many questions. In 2021 People insight has mapped 'don't know' responses in 2018 to the 'Neither agree nor disagree' responses for 2021 onwards – so the two datasets are not strictly comparable. There was a significant increase in 'neither' responses in 2021, which we cannot assign to change in sentiment or change in answer habits given this slightly different option, so it is advised that you indicate this change in your data annex.

Culture survey questions

The transformed Athena Swan charter lays a greater emphasis on the assessment of culture within the department, and Advance HE is piloting some survey questions designed to support departments in assessing their culture. The set of questions will be finalised and in general departments will be required to use at least a core set of questions in applications from January 2023.

However, the University of Oxford has agreed with Advance HE that the introduction of mandatory survey questions can be delayed until the biennial Staff Experience Survey following the conclusion of the Advance HE pilot (likely to be some time during 2023). Advance HE has also agreed that surveys will not necessarily have to be run within one year of an application (as the Oxford Staff Experience Survey runs only biennially). This is flagged to Panel Reviewers within the Oxford Panel Guidance note. However, you will still need to evaluate your culture as part of your application, using relevant questions from the most recent Oxford Staff Experience Survey, and any other consultations which you have undertaken. The full set of Advance HE pilot culture survey questions can be found at page 62-64 of the guidance document. The pilot core questions are listed in the box below.

When preparing your application, you may find it helpful to use this Excel workbook [link to Clara's workbook] with various table templates covering the Staff Survey questions which correspond most closely to Advance HE's core culture survey questions. You can populate these with data for your own department.

1 My contributions are valued in my department

2 Department leadership actively supports gender equality

3 The department enables flexible working

4 I am satisfied with how bullying and harassment are addressed in my department

5 My line manager supports my career development

6 My mental health and wellbeing are supported in my department

7 My department has taken action to mitigate the adverse gendered impact of the Covid-19 pandemic on staff[2]