

1) Promote awareness of EDI issues and engagement across Faculty/ Department

Encourage all staff to undertake the 'LGBTQI+ awareness' training, including senior managers

Ensure all staff undertake the e-Learning 'Intro to Race Equity' training

Consider making it mandatory for Associate staff to complete EDI training

Ensure all staff have completed Diversity in the Workplace & Unconscious Bias e-Learning

When designing new/ adapting policies, undertake EqIAs to examine effects on all groups

Circulate new 'Trans and Gender Identity' policy to staff to improve understanding of how to support transitioning students

Consider regular EDI updates in newsletters or staff update emails

2) Promote a zero tolerance policy to all forms of discrimination

Ensure students and staff are aware of Report + Support online reporting tool

Consider faculty/ dept champions for informal reporting or encourage people to contact EDI team for support

Promote student e-Learning module on 'Zero tolerance to hate' (due in Summer 2021)

Examine adequacy of processes for raising concerns about experiences on placements

3) Improve student academic awarding and progression

Encourage teaching staff to use SurreyLearn's URN option as default

Use UCL checklists to get ideas for inclusive teaching & decolonising curriculum

Appoint Lead for decolonising curriculum & joining University SIG

Ensure all student lists (not direct from SITS) are updated with preferred names/pronouns

Where changing facilities are needed, check they are inclusive

Ensure all student-facing staff are familiar with Uni student support services

Understand Faculty/Dept data on awarding gaps

Consider ring-fenced funding opps for under-represented students

Consider facilitated sessions within courses to discuss structural inequalities

Raise awareness WPO's Student Ambassador scheme. Encourage staff to signpost students

4) Improve staff satisfaction and diversity

Ensure all responsible for hiring are familiar with and use EDI Recruitment Guidance

Ensure all positions being advertised externally are also advertised internally

Ensure all staff are offered flexibility within scope of role

Be aware of support for staff with health needs and disabilities through HR/ Occ Health/ CfWB

Make staff aware of EDI networks supporting range of under-represented groups

Ensure line managers familiar with Return to Work guidance (supporting returners to work after mat leave)

Recognise and celebrate commitment to EDI through appraisals

For placements/ internships/ work exp, explore ways encourage students from widening participation backgrounds

5) Support ECR career progression

Ensure mentoring available for all ECRs

Make sure you are recording relevant data to understand ECR career trajectories

Signpost & encourage ECRs to take up annual ten days of career development

Ensure ECRs to engage in 1-2-1 career coaching through DC, as well as Career Development workshops

Promote profile raising opportunities for ECRs; encourage ECRs to engage in leadership activities, e.g. join committees/working groups at local, national & international levels

6) Provide strong and visible leadership

Improve promotion of EDI work on Faculty webpages

Consider presenting relevant stats on webpages

Ensure EDI is an agenda item at all key meetings

Call out microaggressions/ stereotypes

Deal effectively with hierarchical/bullying/ discriminatory behaviour

Be a role model for EDI & ongoing development, create opps to support and nurture all careers

Actively seek and act upon feedback

7) Celebrate diversity through a portfolio of University initiatives

Ensure diversity of people in images, videos, any promotional initiatives, events (all male or all White panels not acceptable)

Check promotional material for accessibility (<https://surreyac.sharepoint.com/sites/IntroducingAccessibility/SitePages/Inclusive-Tools-in-365.aspx>)

Choose awareness days relevant to Faculty/Dept to host events/release static content

Ensure diversity of staff and students in celebration of achievements

NB: Sub-activities are examples of good practice/suggestions – not prescriptive