

Department of Materials EDIA Forum

11.30 am – 12.30 pm, 27th April 2023

Alan Turing Building Room 2.216 and on Zoom – <https://zoom.us/j/96220809895>

Attendees:

Tom Shearer (Chair), Susan Hogan, Amy Benstead, Simeon Gill, Rosy Boardman, Farid Mohamad

Purpose of meeting

To update the EDIA committee on the current status of our action plan, receive feedback and identify any additional issues that need to be addressed, and to discuss workload allocation processes in the Department of Materials.

Agenda

1. Update on status of Action Plan – TS

Ref 3.3

Objective - Ensure unconscious biases do not affect promotion decisions.

Current Status - EDIA Leads sat on other departments' promotions panels this year to oversee their processes.

Ref 3.5

Objective - Ensure staff do not receive aggressive, and non-constructive feedback in UEQs.

Current Status - Katie now includes guidance on appropriate communication in UEQs in her Computing and Communication course. Her slides were shared with Jo Cartwright to roll out in FBT.

Ref 6.7

Action - Request that whenever HR discovers that a member of staff is to become a parent, a note is automatically passed on to Central Timetabling explaining that they should be given priority in timetabling flexibility.

Status - This is now dealt with through the Flexible Teaching Arrangements scheme.

Ref 6.23

Action - Ensure there is sanitary provision in all buildings in the Faculty.

Status - Free sanitary provision is now provided across campus.

Ref 6.29

Action - Create a listserv for FSE PS staff.

Status - Tom discussed this with Kevin Jackson, Head of Technical Operations, who stated that he is looking into getting Technical Staff re-added to Department listservs.

Ref 6.32

Action - Create a list of meetings across the School which PS staff should be invited and contribute to

Status - Tom discussed this with Kevin Jackson who suggested setting up regular meetings between Mark Chadwick, Materials Technical Teaching Specialist, Martin Coram, Technical Operations Manager (Teaching) and our Discipline Heads of Education (DHOEs). Tom has contacted our DHOEs about this and they have agreed to have regular meetings.

2. Discussion around academic workload allocation – ALL

Duty	Who allocates the duty?	Comments/How could the process be improved?
Leadership and administrative duties	Department Management Team (MT)	Line managers should be aware of what staff need to do to be promoted and encourage them to apply for positions that will benefit promotions applications.
Course unit teaching	Discipline Heads of Education	Losing staff in specific subject areas leads to high workload – the University needs to be quicker at appointing new staff (maybe a temporary teaching fellow) to ensure programmes can still be delivered. Teaching fellows in subject areas that are not a research priority area?
UG Projects	Final Year Project Coordinator	3 rd year themed research projects – staff should have one year off after supervising one of these – this hasn't happened this year. It would be helpful to have the supervisor list much earlier (in the summer).
PGT Dissertations	PGT Project Lead	Since some subjects have more students per staff member than others, the allocation is often not equal. Also involves academic advisor role (which may not be captured in FCM and should be) In FBT, supervision of PGT projects: 4-10 students.

3. Staff feedback and suggestions for new actions - STAFF

Tom Shearer:

- **Feedback** – Admin and course teaching unit workloads are variable. Splitting workloads equally to everyone seems unfair to those already assigned with many duties/works compared to people with under duties. This causes some people to be overloaded with work.
- **Suggestion** – Every summer, line managers review expected hours allocated to teaching and admin. Then work out the hours remaining available for their staff members to be submitted.

Rosy Boardman:

- **Feedback** – Line managers are involved a lot within these decisions. They should be more aware of their responsibilities.
- **Suggestion** – Line managers should have meetings to formally ask questions, importantly before the work allocation happens instead of after.

4. Any other business

- 1) Tom Shearer is stepping down from EDIA role from 1st September (next meeting will be the last meeting chaired by Tom Shearer)