

Work Environment Action Plan 2022 for the Department of Sociology, Stockholm University

The following individuals participated in formulating the plan: Sæmundur Grettisson (Work Environment Representative), Michael Gähler (Head of Department), Daniel Ritter (Equality Ombudsperson), Anna-Carin Haag (Deputy Work Environment Representative), Melis Kirgil (PhD Student), Ely Strömberg (Amanuensis), Frida Slagarp (Student representative)

Goal (What to achieve)	Activities/measures leading to the goal (what and how)	Individual responsible for the activities (who)	Completion date (when)	Follow-up and result
Increase the sense of cohesion at the Department	<p>Continue to make best use of the new rooms on floor 8 in order to improve cohesion. Publicise the availability of the room (and other rooms) for people to organise social events (e.g. in the departmental newsletter). Advertise other meeting rooms and meeting room equipment that is available.</p> <p>Support the organization of after-work activities, including by communicating the rooms and resources that are available (e.g. screens for showing films).</p> <p>Recommend to include vegan options for Wednesday fika. This can perhaps be included in the list of Kitchen group responsibilities?</p> <p>Make the most of the opportunity that departmental events provide in order to increase cohesion.</p>	<p>The work environment group</p> <p>“ “</p> <p>Anna Borén</p> <p>Everyone who plans events</p>	31/12	

	<p>Compose a list of opportunities when joining and working at SU (e.g. CEUL, library, ethics support etc.) and provide a 'welcome pack' and/or website of links (including contact information) for new starters, as well as a useful point of reference for all.</p> <p>Facilitate a social lunch tradition, i.e., recurring lunches at certain times and places. For example, continue to support the Pedagogical lunch and Swedish lunch.</p>	<p>Sæmundur with help from the WE group</p> <p>Everyone</p>		
Monitor and understand work environment	<p>Organise annual work environment survey during 2022</p> <p>Gather information and feedback during departmental events</p> <p>Consider new methods for collecting information, e.g. qualitative data</p>	<p>Head of dept. / WE group</p>	31/12	
Monitor and understand study environment	<p>Organise regular study environment survey during 2022</p> <p>Investigate how course evaluations can be used for gathering information that provides feedback on the study environment. Discuss how course evaluations can be followed up systematically.</p> <p>Consider new methods for collecting information, e.g. qualitative data</p>	<p>Ely Strömberg</p> <p>Anna Borén</p> <p>WE Group</p>	31/12	

Create a more inclusive department	<p>Revise the Equality plan in order to include more aspects of equality than only gender equality</p> <p>Continue to organise events that promote inclusivity</p> <p>Support the (self)organisation of safe spaces and other equality and diversity initiatives</p> <p>Examine the possibility of using safe spaces to provide feedback to the WE group</p> <p>Inform about the new reporting system that will replace SAMIR, and how it can be used to report discrimination, harassment and other work environment problems.</p>	<p>Daniel Ritter/WE Group</p> <p>All staff</p> <p>WE Group</p> <p>Saemundur</p>	31/12	
Increased transparency regarding the department's organization and decision making	<p>Update policy documents in the common folder and create a better structure to make sure that especially the order of delegation and other documents that describe our organization are available.</p> <p>Promote a policy that working groups should share information about their work, including meeting protocols</p> <p>Examine how to increase sharing of information from the leadership group in order to improve transparency</p>	<p>TA Staff / WE Group</p> <p>Head of department</p> <p>Head of department</p>	31/12	

A more attractive physical work environment	Investigate freshening up the department (e.g. walls, toilets, and kitchen on floor 9), depending on resources that are available.	WE Group/ Thomas Nordgren	31/12	
Increased transparency regarding teaching planning	Investigate how to provide better information on teaching planning	Director of Studies	31/12	
Avoid and minimise work-related stress	<p>Actively provide information and support to groups who are more likely to experience stress, including</p> <ul style="list-style-type: none"> - Gender-related stress - Minority stress - PhD Students <p>Organise focus groups / safe spaces to find out more about the sources of stress and how we can avoid or minimise these</p> <p>Provide support to manage well-known risks of stress in academia (e.g. mentoring and seminars)</p>	<p>Work environment group, Director of Studies – PhD level</p> <p>Head of department</p>	31/12	
Reduce language barriers	<p>Discuss support for activities for those who are learning Swedish, and for the internationalisation of Swedish-speakers.</p> <p>Discuss the possibilities for more opportunities for teaching in English (for all)</p>	<p>Work environment group</p> <p>Work environment group</p>	31/12	

Promotion and publicity of resources and events that improve the work environment	<p>More visible promotion of the work environment in departmental communication (e.g. newsletter and emails from HoD)</p> <p>Provide information on financial resources that are available for events (etc) that can improve the WE</p> <p>Increased recognition and support for those who contribute toward improving the work environment</p>	<p>Work environment group</p> <p>Head of department</p> <p>Head of department</p>	31/12	
Greater support for staff development and networking	<p>Support to enable better sharing of academic networks for the benefit of early career researchers</p> <p>Support for activities that encourage staff to meet and network across organisational subgroups</p> <p>Support to prepare for career development (within or beyond academia), including managing stress at the end of a fixed-term employment (e.g. PhD students, postdocs or professional service staff)</p>	<p>Everyone</p> <p>„„</p> <p>Head of dept/Director of studies for the PhD programme</p>	31/12	