



# SAGE Pilot Call for Applications Handbook 2016

## Background

Science in Australia Gender Equity (SAGE) was established in 2014 by the Australian Academy of Science to support the hiring, promotion, participation and retention of women in Science, Technology, Engineering, Mathematics and Medicine (STEMM), with the aim of reaching gender parity in science leadership.

Women comprise half of science PhD graduates and early career researchers but just [23% of senior academics](#) in Australian universities and research institutes (16% excluding Medical Sciences). The loss of women scientists is a significant waste of expertise, talent and investment, and negatively impacts our nation's scientific productivity.

The [SAGE Forum in November 2014](#) resolved to establish an Australian pilot of a successful UK-based science gender equity program called the [Athena SWAN Charter](#).

The Athena SWAN Charter was established in the UK in 2005, and has shown [positive results](#) in advancing gender equity in STEMM. Athena SWAN provides an evaluation and accreditation framework that requires institutions to collect, analyse and prepare data on current gender equity policies and practices, to identify weaknesses and gaps, and to develop and implement an action plan to improve gender equity.

The Academy of Science in partnership with the Academy of Technology and Engineering commenced the SAGE Pilot of Athena SWAN in Australia in August 2015.

## The SAGE Pilot of the Athena SWAN Charter in Australia

In June 2015, SAGE released a call for applications for participation in the Athena SWAN Pilot and received an overwhelming response from the STEMM sector. Upon rigorous assessment of the applications, the SAGE Steering Committee undertook to admit [32 institutions](#).

A second round call for applications in May 2016 will allow up to 8 additional institutions the opportunity to participate in the SAGE Pilot, commencing in September 2016. These new applicants will bring the total number of institutions participating in the Pilot to 40 research organisations.

More information on Athena SWAN and the SAGE Pilot can be found at the following links:

- What is Athena SWAN: <http://www.sciencegenderequity.org.au/what-is-athena-swan/>
- What is the SAGE Pilot: <http://www.sciencegenderequity.org.au/science-in-australia-gender-equity-sage-pilot-2015/>

## Why join the SAGE Pilot?

The SAGE Pilot offers institutions the opportunity to:

- utilise a system that has a 10-year track record of success in improving gender equity in the UK
- access a standardised methodological framework for collecting data and identifying gaps and opportunities in gender equity processes
- participate in workshops to support successful accreditation under Athena SWAN, gaining constructive advice, feedback, encouragement and support from an experienced team of gender equity experts
- join a Charter with an international reputation for creating a gender inclusive workplace, with accredited institutions demonstrating a competitive edge in attracting the best scientists.

## SAGE Pilot participants will

- become members of the Athena SWAN Charter in Australia
- initially work towards accreditation under Athena SWAN for the Bronze Institutional Award
- be encouraged to promote their Athena SWAN membership to demonstrate commitment to gender equity.

## What is involved in joining the SAGE Pilot?

Institutions which join the SAGE Pilot will be required to:

- Sign on to the [Athena SWAN Charter](#) acknowledging the institution's commitment to uphold its ten principles
- Pay an annual fee to contribute to administration of the Pilot
- Commit to applying for an Athena SWAN Bronze Institutional Award with submission in January 2019
- Nominate staff to participate in peer-review Athena SWAN accreditation panels in 2018 and 2019
- Provide information to an independent evaluator appointed to evaluate the outcomes of the Pilot on experiences of data gathering and applying for an Athena SWAN Bronze Institutional Award in writing and/or through participation in interviews or workshops.

Fees for the duration of the Pilot are set according to the following scale:

Number of staff (professional, administrative and academic)	Annual fee (excl GST)
Up to 50	\$10,000
51-250	\$17,500
250+	\$25,000

## What is involved in applying for an Athena SWAN Bronze Award?

Upon joining the Pilot, institutions are committing to work towards accreditation for a Bronze Athena SWAN Institutional Award. This will involve a profound commitment of institutional resources over the duration of the Pilot.

Applying for a Bronze Institutional Award requires institutions to:

- carry out an in-depth self-assessment over two years of the institution's strengths and weaknesses in achieving gender equity in STEMM
- form a gender-balanced team led by a senior STEMM staff member, which will lead the application for an Athena SWAN Bronze Award
- commit time and resources for this team to participate in workshops and related SAGE Pilot activities
- collect, analyse and present quantitative and qualitative data on gender equity in STEMM areas, assess policies and practices affecting STEMM staff, and propose a robust and measurable action plan to address identified gaps and areas for improvement, as part of the institution's application for an Athena SWAN Bronze Award
- commit specific institutional resources towards proposed actions.

Athena SWAN accreditation will be subject to rigorous peer-review to determine qualification for an Athena SWAN Bronze Award. All Athena SWAN Bronze Institutional Award applications will be made public regardless of outcome.

Accreditation as an Athena SWAN Bronze Institution will be valid for four years (subject to payment of annual administration fees). After this time, an institution may choose to apply to renew their Bronze Institutional Award, or apply for a Silver Institutional Award. Institutional accreditation as an Athena SWAN Bronze Award holder is a pre-requisite for departments within that institution to apply for a Departmental Award. Details of these additional Awards in Australia will be outlined once the current phase of the SAGE Pilot is complete.

Information on Athena SWAN Bronze Institutional Award, including the Handbook and Application Form:

<http://www.sciencegenderequity.org.au/sage-pilot-materials/>

Information on resourcing and getting started with applying for an Athena SWAN Bronze Institutional Award:

<http://www.sciencegenderequity.org.au/getting-started-bronze-institutional-award/>

## How do we apply to join the SAGE Pilot?

Applications to join the SAGE Pilot are due by **5pm on Friday 3 June 2016**. Due to the rigorous schedule of the Pilot and the need to assess applications we are not able to accept late submissions.

Applications to join the SAGE Pilot require institutions to submit an application which includes three parts:

Part A: A letter from the head of institution (Vice Chancellor, Director or equivalent) indicating how the institution intends to meet data collection, assessment and implementation requirements of the Athena SWAN Charter.

Part B: A completed Application Form, providing names and titles of staff who will be responsible for managing participation in the Pilot (with consideration of gender balance); a brief overview of the institution's workforce and gender distribution at different levels in STEM; a summary of key gender equity policies and programs.

Part C: Supplementary material documenting the institution's current key gender equity policies, programs and activities, such as copies of web pages and policy documents.

Institutions will need to follow the template outlined in the [Institutional Application](#). More information on completing the application can be found under **Instructions for Applicants** below.

## Selection of SAGE Pilot participants

SAGE Pilot participants will be chosen based on:

- A balance of institutional types, sizes and geographical spread
- Level of commitment demonstrated to the Athena SWAN Charter principles, as evidenced in the submission
- The institution's ability to successfully engage in the Pilot based on the current gender equity activities taking place in the institution.

If an institution is not selected to join the Pilot, this should not be taken as a reflection of the institution's commitment to gender equity. Places in the Pilot are limited. Consideration of the balance of institutional types, sizes and geographical spread play a key role.

## Timeline for applications to participate in the SAGE Pilot

Process of Submission
<ul style="list-style-type: none"><li>• Your nominated contact will receive an email confirming receipt of your application within <b>one working day</b>.</li><li>• Applicants will receive notification of the outcome of their application to join the Pilot by <b>17 June 2016</b>.</li><li>• Successful Pilot applicants will be announced at the SAGE Symposium on <b>24 June 2016</b>.</li><li>• Successful applicants will be required to sign a contract and action the first annual payment by <b>31 July 2016</b>.</li><li>• Primary contacts for the participating institution will be required to host a full-day site visit with SAGE in <b>September/October 2016</b>.</li></ul>
Other key milestones for successful Pilot participants: <ul style="list-style-type: none"><li>• Data collection, analysis, workshops and moderation panels throughout the Pilot</li><li>• Submission for Athena SWAN accreditation: <b>January 2019</b></li><li>• Panel assessment of applications: <b>February-March 2018 and 2019</b></li><li>• Awards and ceremonies for successful Athena SWAN accredited institutions: <b>June 2019</b></li></ul>
An outline of key activities for participation in the Pilot can be found here: <a href="http://www.sciencegenderequity.org.au/getting-started-bronze-institutional-award/">http://www.sciencegenderequity.org.au/getting-started-bronze-institutional-award/</a>

## Instructions for applicants

Application requirements to participate in the SAGE Pilot:

- A. Letter of endorsement from the head of institution (Vice Chancellor, Director, equivalent)
- B. Completed application form, including summary of current gender equity programs and policies
- C. Supplementary documentation detailing existing gender equity programs and policies

### Part A. Institutional Letter of Endorsement (Following Template)

Institutional leadership and resourcing is essential to an institution's success in obtaining an Athena SWAN Award. The Institutional Letter represents the commitment from the head of the institution to the principles of the Athena SWAN Charter, as well as recognition that the institution will adequately resource participation in the full range of activities for the Pilot.

Instructions:

- i. The Institutional Letter must be completed and signed by the head of the institution, i.e. the Vice Chancellor, Director or Principal. An electronic signature is acceptable.
- ii. Follow the template provided in the Institutional Application Part A.
- iii. Ensure the letter is printed on institutional letterhead.
- iv. Substitute institutional details for the sections in Bold.
- v. Identify a senior STEM professional as the nominated Primary Contact for leading the institution's application for an Athena SWAN Award.

### Part B. Application Form (Maximum 3 Pages)

#### Question 1. Vice-Chancellor or Director of Institution

Provide name, title and details for your institutional leader, including contact details for their Executive Assistant.

#### Question 2. Institutional Primary Contact for SAGE Pilot

Provide name and contact details of your institution's Primary Contact, as identified in your institutional letter. This person will lead the institution's data gathering and evaluation activities for the duration of the Pilot. Include contact details of the Primary Contact's Executive Assistant, where applicable.

The Primary Contact must be a senior STEM professional with decision-making power in the institution, for example an executive-level research leader, a STEM faculty leader who is a Professor or a Deputy Vice Chancellor. The nominated contact must be in a position of authority within the institution, able to influence allocation of resources, and to action policy review and other activities identified in the Athena SWAN Award application.

#### Question 3. Institutional Second Contact for SAGE Pilot

Provide name and contact details of your institution's Second Contact for the SAGE Pilot. This person will assist the Primary Contact in administering activities for the SAGE Pilot, including administrative coordination of institutional visits, workshop registration and routine communications. For example, a director of human resources, a senior STEM leader, or manager of equity and diversity.

#### Question 4. Background data on size and composition of institution and STEM workforce

Provide data on the workforce composition of your institution and of STEM disciplines.

Guidelines:

- Headcounts are preferred over FTEs
- "All staff" refers to all staff in the institute, not just STEM staff
- "STEM staff" includes academic, clinical, medical, laboratory and research staff
- Make all data as current as possible. Student and staff data can be current for different times
- You may include a note as to what your data includes (or excludes) for greater specificity

SAGE defines STEM according to the [Australian Bureau of Statistics Fields of Research](#) Divisions 1-12:

- [Division 01 Mathematical Sciences](#)
- [Division 02 Physical Sciences](#)
- [Division 03 Chemical Sciences](#)
- [Division 04 Earth Sciences](#)
- [Division 05 Environmental Sciences](#)
- [Division 06 Biological Sciences](#)
- [Division 07 Agricultural And Veterinary Sciences](#)
- [Division 08 Information And Computing Sciences](#)
- [Division 09 Engineering](#)
- [Division 10 Technology](#)
- [Division 11 Medical And Health Sciences](#)
- [Division 12 Built Environment And Design](#)

You are required to include all STEM staff in STEM faculties. If your STEM faculties include disciplines not listed in sub-fields above, you may choose to include or exclude those disciplines as the institution sees fit. For example:

- Architecture is considered a STEM discipline, as per the list above. If architecture in your institution is within a STEM faculty or forms a faculty or research group of its own (such as a Faculty of Built Environment), it should be included as STEM. Where it is part of an Arts or Humanities unit, it may be left out of the analysis.
- Psychology is not considered a STEM discipline, as per the list above. However, if psychology is located within a STEM faculty, it may be counted as STEM. Where it is part of an Arts or Humanities faculty, it should be left out of the analysis.

#### Question 5. Summary of existing gender equity policies

Provide a list of key policies relevant to gender equity in your institution. Ideally, policies identified should go beyond those required by law, such as non-discrimination and bullying policies. This might include policies related to gender equity in promotion/recruitment; policies around parental leave, keeping in touch and return after a career break; policies for supporting transgender staff/students; and gender equity statements in strategic plans.

This question requires a **summary list only**. Copies of policy documents and relevant web pages detailing policies in this list should be included in Part C.

#### Question 6. Evidence of existing gender equity programs and activities

Provide a list of key programs and activities offered by your institution aimed at supporting and enhancing gender equity, for example: gender diversity training courses; leadership training for women and gender diverse staff and students; women in STEM networks; mentorship and sponsorship for women in STEM; programs for hiring, promoting and retaining women and gender diverse staff; and gender equity institutional surveys and reports.

This question requires a **summary list only**. Copies of web pages and other resources providing information on relevant programs and activities should be included in Part C.

#### Question 7. Checklist of requirements

Please ensure your institution can meet all of the commitments outlined before submitting your application.

### Part C. Supplementary Material

Include copies of key documents and web pages referred to in Questions 5 and 6 of Part B, such as **relevant sections** of policy documents, institutional web pages with details of policies and programs, institutional notices related to key initiatives undertaken, published leadership or institutional statements. Ensure that all materials have a direct bearing on matters of gender equity.

All parts of the application (A., B. and C.) must be compiled into a **single pdf document** and submitted via email to the SAGE Manager, Dr Zuleyka Zevallos: [sage@science.org.au](mailto:sage@science.org.au). **Deadline: 5pm 3<sup>rd</sup> June 2016.**