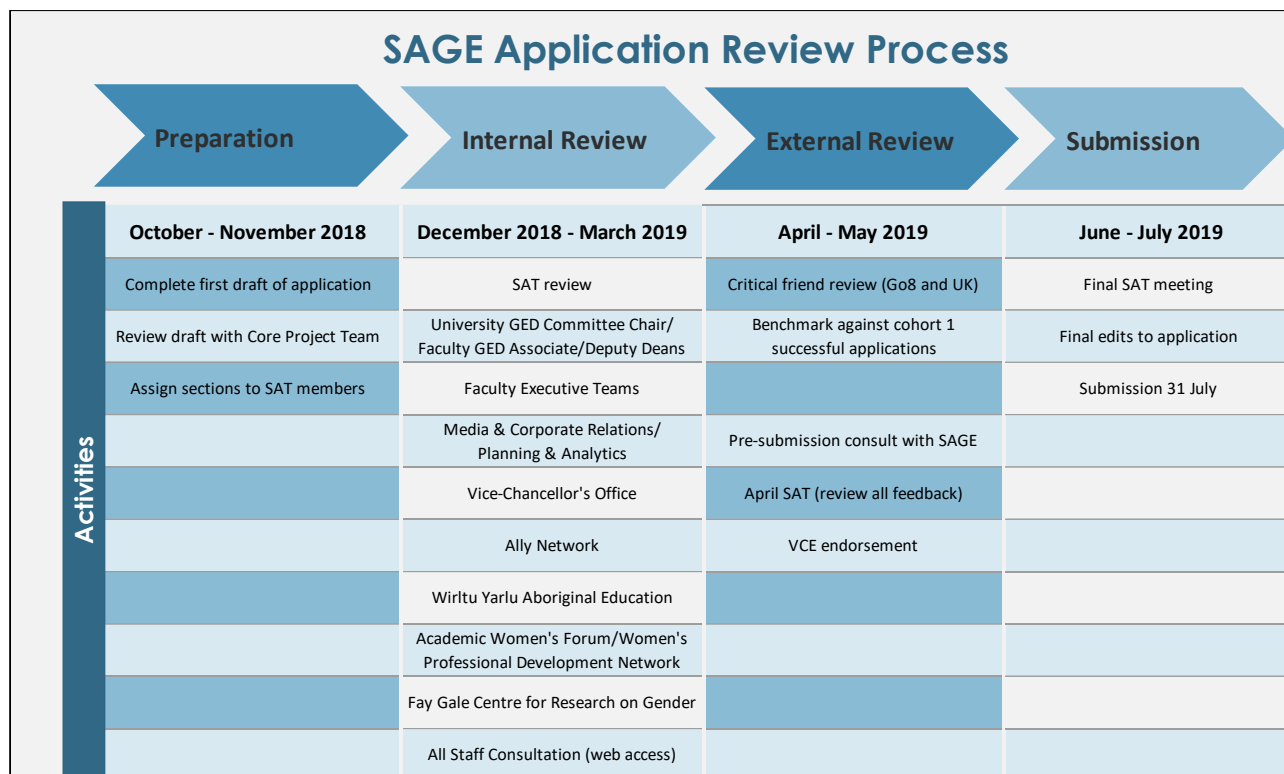


Final Application Consultation and Review Process

SAGE Athena SWAN Institution Application (Bronze Award)

February 2019

A comprehensive draft of the University’s SAGE application will be completed in December 2018. The following describes the steps by which the application will be reviewed in 2019 to ensure all relevant stakeholders are engaged in the review process. The final application will be submitted to SAGE by 31 July 2019.



1. Preparation

In November the SAGE Core Project Team (CPT) reviewed the first complete draft application in preparation for the December SAT meeting. Specific sections of the application were assigned to SAT members to ensure each section included relevant information, addressed all questions, and provided sufficient and relevant actions for the institution.

2. Internal Review

The first complete draft application was reviewed at the 17 December SAT meeting. All SAT members were asked to read the entire application; however each member was assigned one or two sections to formally review in depth. Reviewers were asked to ensure all questions were addressed and information requested by SAGE was included and adequately described with appropriate actions identified in the Action Plan. Members were asked to a) complete an assessment framework based on the SAGE Application Submission and Peer Review Procedures Assessment Framework and b) provide written comments to the SAT Secretary one week prior to the meeting.

SAT members were assigned sections to review based on their area of expertise and/or interest (Table 1). Wherever possible an academic and professional SAT member was selected to review each section. In addition, gender and length of service/career level was considered in assigning sections to members.

Table 1. Assigned reviewers to SAGE application sections

Application section	Reviewer 1	Reviewer 2
1. Letter of Endorsement from the VC	CPT member	CPT member
2. Description of the Institution	academic	academic
3. The Self-Assessment Process	academic	professional
4. A Picture of the Institution	academic	professional
5.1. Key Career Transition Points: academic staff	academic male	academic female
5.2. Career Development: academic staff	academic male	academic female
5.3. Flexible working/ managing career breaks	professional	academic
5.4. Organisation Culture i) – vi)	academic	professional
5.4. Organisation Culture vii) – xii)	professional	academic
6. Supporting Transgender People	academic	professional
7. Intersectionality	academic	professional
8. Indigenous Australians	professional	academic

In February and March 2019, senior leaders, and key internal stakeholders were asked to provide feedback to the SAGE application. Some stakeholders were asked to comment on specific areas as outlined in Table 2. The SAT Chair presented at each Faculty Executive and GED(I) Committee meetings in addition to the University's Staff Gender Equity Committee, Academic Board, the Vice-Chancellor's Executive and People & Culture Committee.

Table 2. Internal stakeholders to review University's SAGE application

Internal stakeholders	Notes
University Gender Equity Committee (and Chair)	
Faculty Executive Teams	
Faculty Gender Equity Diversity and Inclusion Committees	
Academic Board	
Heads of School Forum	
Vice-Chancellor	Letter of Endorsement
Keith Jones, Executive Dean, Sciences	Experience with UK Athena SWAN accreditation
Engagement Branch/Communications	Communications perspective
Planning and Analytics	Data perspective
ALLY Network ¹	Sections: Supporting Transgender People, Intersectionality
Wirltu Yarlur Aboriginal Education ¹	Indigenous Australians perspective
Academic Women's Forum	Section: Career development (academic staff)
Women's Professional Development Network	Section: Career development (academic staff)
Gay Fale Centre for Research on Gender	Section: Career development (academic staff)
Adelaide Education Academy	Section: Career development (academic staff)

¹SAT member representative

All staff will have an opportunity to provide feedback on the application in March, with a request to focus specifically on the action plan. All University Allies and staff who identify as LGBTIQ will be sent a request asking for feedback specifically on sections 6 and 7.

3. External Review

In December all cohort 1 submissions became available for review on the SAGE website. These submissions, in particular similar institutions such as Go8 members, were reviewed against our application. In addition, a representative from a SAGE-accredited Go8 university and the Athena SWAN chair from the University of Nottingham were asked to be a critical friend.

In April 2019, SAGE will conduct a Pre-submission Consultation with the University of Adelaide's SAT. This is an opportunity for SAGE to review the submission process and for us to ask specific questions related to the submission. A SAT meeting will be organised in late April to review comments received through the internal and external review process, with a final version of the SAGE application completed by early May. The final application will be presented at the April Academic Board and May Vice-Chancellor's Executive meetings for endorsement.

4. Submission

A SAT meeting will be organised in June to acknowledge the SAT members and other stakeholders involved in the review process. A communication plan will be developed and shared with the SAT outlining how University staff and leaders will be informed of next steps regarding the University's membership in SAGE. The final document will be completed and submitted in July.