

Help Document for Senior Academic Leadership Initiative Application

Step 1:

To begin, click the 'Sign Up' button under 'Need an Account?' Enter the email and a password of designated staff member managing the application, click the box confirming that you have read the data collection notice, then click 'Sign Up' at the bottom of the page.

The screenshot shows the 'Sign Up' page of the Higher Education Authority (HEA) portal. The page header includes the logo of 'An Roinn Oideachais agus Scileanna' (Department of Education and Skills) and the HEA logo with the text 'HIGHER EDUCATION AUTHORITY AN tÚDARÁS um ARD-OIDEACHAS'. A 'Return to Login' link is visible in the top right corner.

The main content area is titled 'Sign Up' and contains the following sections:

- Sign In/Sign Up Instructions For New Users:** A paragraph explaining that clicking 'Sign Up' prompts the user to enter an email address and create a password (at least 8 characters long). Once a password is chosen, an account will be created and access to the portal will be gained.
- For Existing Users:** A paragraph instructing users to sign in with their email and password. If they have forgotten their password, they should click 'Forgot your password?' and follow the prompts to reset it.
- For Technical Help with your application:** A paragraph providing contact information: email sali@hea.ie or clicking on the '2019 SALI Application Help Doc'.

The 'Sign Up' form itself includes:

- An instruction: 'Enter an email address and choose a password to create a new account.'
- An 'Email' input field.
- A 'Password' input field with a visibility toggle (eye icon).
- Five password requirements (all checked):
 - Must contain at least one lowercase letter
 - Must contain at least one uppercase letter
 - Must contain one number
 - Must be between 8-32 characters
 - Must not be an email address
- A 'Confirm password' input field with a visibility toggle.
- A 'Passwords must match' indicator.
- A checkbox for agreeing to the Data Collection Notice.
- A paragraph of text below the checkbox: 'Please click to certify that you understand and agree with the Data Collection Notice detailed below. This data will be stored on servers located in the United States of America. All suppliers are covered either by the General Data Protection Regulation, GDPR, in the EU/EEA or Privacy Shield in the United States of America. The Higher Education Authority has also signed an agreement containing'.

Step 2:

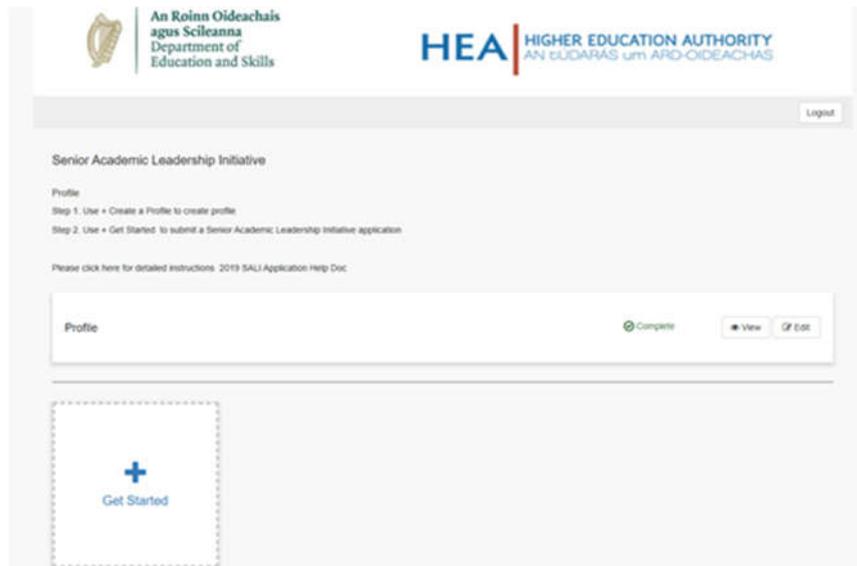
Once you have logged in, you will be asked to create a profile. This is simply your institution name. This section can still be edited after your application is already submitted.

Step 3:

When you have entered your profile information, click the 'Save' button to progress. You will see that there are two buttons on the right side of your 'Profile' section. The button that looks like an eye can be used to view the details you have entered. The button that looks like a pencil can be used to edit your profile.

The link to this help document is here.

When you are ready, you can begin work on your application. Click the box on the left that says 'Get Started'.

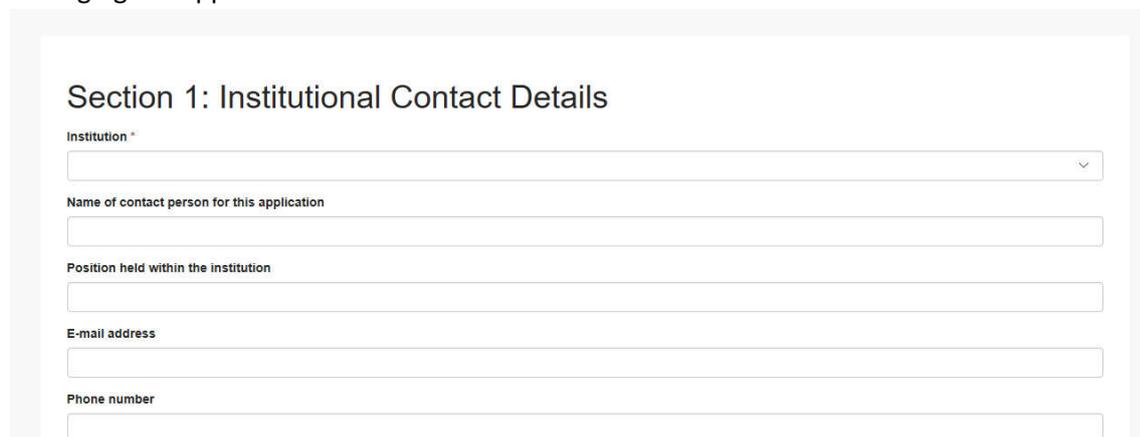


Step 4:

This is the main application information stage. You will see a list of four sections for you to complete. **NB** These details are separate from the profile section and **cannot** be edited after the application has been submitted. Given below is a list with brief descriptions of what each section requires.

SECTION 1 Institutional Contact Details:

This section is where you will enter contact details for the Institution and the designated staff managing the application.



SECTION 2 Institution Submission:

- Part A1 Gender Action Plan. This is where you are required to submit a copy of your institution’s Gender Action Plan
- Part A2 Organisational and Cultural Supports. This is where you are required to outline organisational and cultural supports that will be in place for the newly appointed staff of the SAL Initiative. You can also submit information on financial support in excel format here
- Part B1 Stated Gender Objectives. This is where you are required to submit the completed word template (linked in header) demonstrating ‘how you have progressed the stated gender objectives and targets to achieve organisational and cultural change’
20 marks of the application assessment are assigned to B1
- Part B2. This is where you are required to submit the completed word template (linked in header) demonstrating how your ‘appointment procedures and practices have been gendered-proofed’
20 marks of the application assessment are assigned to B2

Section 2: Institution Submission

Part A.

1. Gender Action Plan

Has your institutional Gender Action Plan been endorsed by your Governing Authority/Body? *

YES

Please upload your Institutional Gender Action Plan here. *

Please use one of the following file formats: doc, docx, pdf

+ Select a file ⓘ

2. Organisational and Cultural Supports

Please outline the organisational and cultural supports that will be in place for the newly appointed SALI staff. *

Word Count: 0 / 500

Part B.

1. Stated Gender Objectives

Demonstrate how you have progressed the stated gender objectives and targets to achieve organisational and cultural change (max 20 marks)

Please complete the HEI Progress update on the Expert Group Recommendations and the Gender Equality Taskforce Actions and clearly refer to relevant sections in your institutional Gender Action Plan as appropriate.

Please upload the update here.

Please use one of the following file formats: doc, docx, pdf

+ Select a file ⓘ

2. Appointment procedures and practices.

Demonstrate how appointment procedures and practices have been gender-proofed (max 20 marks)

Please note that the Recruitment and Promotion Procedures and Practices HEI Progress update on the Expert Group Recommendations and the Gender Equality Taskforce Actions will be assessed under this heading.

Please upload completed template here.

. Please upload completed template here. Please use one of the following file formats doc, docx, pdf

+ Select a file ⓘ

SECTION 3 Post Submissions:

- Post A: Title of Post, Faculty/Functional Unit & ISCED code/s
- A document (max 3 pages) in Word format, providing a comprehensive critical analysis of significant gender under-representation in the faculty/department/functional unit being put forward for new post **max 30 marks/threshold minimum 15 marks for this section**
- A document (max 3 pages) in Word format, providing clear indication of the significant impact of the new post on the faculty/department/functional unit and fit with the strategies of the HEI **max 30 marks/threshold minimum 15 marks for this section**
- Post B & Post C Submission sections follow the same format as Post A

Section 3. Post Submissions

Institutions can apply for up to 3 posts. Each application for a new post will be treated as a separate application from the HEI, however HEIs will only submit HEI level information once and they will be scored on this only once. The HEI score will be added to the Individual scores for each post to calculate the overall score for that application.

Post A Submission *

YES

Title *

Faulty/Department/Functional Unit *

ISCED codes relevant to this post *

(0011) Basic programmes and qualifications
(0021) Literacy and numeracy
(0031) Personal skills and development
(0110) Education not further defined or elsewhere classified

Comprehensive critical analysis of significant gender under-representation in the faculty/department/functional unit being put forward for new post (max 30 marks / threshold minimum 15 marks). Please upload file (word/pdf), max 3 pages. *

Clear indication of the significant impact of the new post on the faculty/department/functional unit and fit with the strategies of the HEI (max 30 marks / threshold minimum 15 marks). Please upload file (word/pdf), max 3 pages. *

Post B Submission

YES

Post C Submission

YES

SECTION 4: Institutional Declaration Form – In this section you, the institute, will be asked to confirm that you agree to the relevant terms and conditions associated with this application applying. You can print the declaration form attached here. It must be signed by the Head of Institution with your institution's official stamp then scanned and uploaded as PDF here.

Section 4. Institutional Declaration Form

In submitting an application, HEIs will be deemed to have accepted the conditions outlined in this and any subsequent clarifications from the HEA regarding this initiative and to have agreed to be bound by them. Furthermore, signing of the application by the head of institution (e.g. President, Provost etc.) reflects acceptance of the award and a commitment to provide the necessary support for the posts. All applications must be signed by the head of the institution.

Please complete the declaration form with signature of the head of the institution and HEI stamp. Please upload scanned copy of the completed form here. *

Please use one of the following file formats: pdf

Step 5:

Once you have completed the 'Organisations and Posts Submission' section, scroll down to the bottom of the list and click the green 'Submit' button. **Please note that once you click this button, your application will be submitted for review and it can no longer be edited.**

Step 6:

Once you have submitted your application(s), click the 'Logout' button at the top-right of the screen to safely log out and leave the website.