<u>Help Document for Senior Academic Leadership Initiative Application</u>

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.
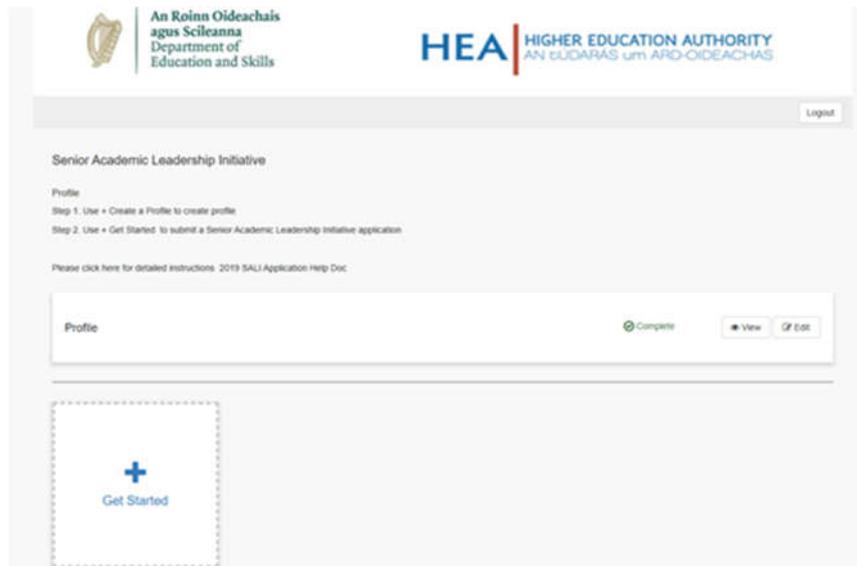

Step 2:

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 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.

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.