

## Provision of Support for Irish HEIs applying for Athena SWAN

### Background

The Athena SWAN Charter was launched in Ireland in 2015. The extension of the Charter to Ireland was made possible through a grant from the Higher Education Authority (HEA), which covers applications to the Charter from institutions included in the Government of Ireland's 'Free Fees Scheme' (see below for a list). In addition to the Grant Agreement between the HEA and Advance HE, a formal Service-Level Agreement (SLA) detailing the core services to be provided by Advance HE in respect of the extension of the Athena SWAN Charter to Irish Higher Education Institutions (HEIs) is in place.

Within the SLA, Advance HE has committed to providing tailored full-time support for Irish applicants to Athena SWAN by:

- = responding within 5 working days of receipt to enquiries and requests for assistance;
- = delivering one institutional visit per year for each eligible institution.

### Purpose

The purpose of this document is to highlight the support provisions available to Irish HEIs as part of the HEA-Advance HE SLA, thereby allowing HEIs to think strategically about their support needs and plan accordingly. This document will be reviewed in April 2020.

## Advance HE support for Irish Applicants to Athena SWAN

### Email and Telephone Support

Enquires about the Athena SWAN application process or requests for advice regarding individual institutional or departmental applications can be made via email to our Athena SWAN Advisor for Ireland, Tamara Szucs ([tamara.szucs@advance-he.ac.uk](mailto:tamara.szucs@advance-he.ac.uk); [athena.swan@advance-he.ac.uk](mailto:athena.swan@advance-he.ac.uk)) or to the Programme Manager for Ireland, Dr Victoria Brownlee: [victoria.brownlee@advance-he.ac.uk](mailto:victoria.brownlee@advance-he.ac.uk).

The Programme Manager or Athena SWAN Advisor may also offer advice by telephone. To arrange a telephone appointment, please email [Athena.swan@advance-he.ac.uk](mailto:Athena.swan@advance-he.ac.uk); [tamara.szucs@advance-he.ac.uk](mailto:tamara.szucs@advance-he.ac.uk) or [victoria.brownlee@advance-he.ac.uk](mailto:victoria.brownlee@advance-he.ac.uk).

## Institutional Visits

In any twelve month period, each institution is entitled to one site visit of up to three hours' duration from the Programme Manager to support their Athena SWAN work. Institutions may choose whether the visit will focus on departmental or institutional award applications or a combination of the two. Within the timeframe of one visit, two presentations or one workshop may be scheduled.

Institutions may choose from the following menu of presentations or workshops:

### **Presentations (60-90 minutes with Q&A)**

- = Introduction to Athena SWAN (institutional)
- = Introduction to Athena SWAN (departmental)
- = Applying for an Athena SWAN Institutional Award (Bronze)
- = Applying for an Athena SWAN Department Award (Bronze)
- = Renewing your Athena SWAN Bronze Award
- = Applying for an Athena SWAN Institutional Award (Silver)
- = Applying for an Athena SWAN Department Award (Silver)
- = Applying for an Athena SWAN Department Award (Gold)
- = Exploring Good Practice: Flexible Working and Managing Career Breaks
- = Exploring Good Practice: Recruitment and Promotion

### **Workshops (120-180 minutes)**

- = Getting started with Athena SWAN
- = Approaching Resubmission: Applying After a Failed Institutional Submission
- = SMART Action Planning
- = Going for Silver: Evaluation and Impact Analysis
- = Working with Data: Qualitative, Quantitative and Benchmarking Data
- = Considering Intersectionality: Race and Ethnicity (available Winter 2019)

To ensure institutions are aware of visits requested by staff in their organisations, Advance HE will require approval from the institutional Athena SWAN lead to be included with all requests for site visits.

### **Timeframe for Booking Institutional Visits**

There are 26 institutions eligible to apply for Athena SWAN under the HEA grant agreement, which means that, in any given year, the Athena SWAN Programme Manager may deliver up to 26 institutional visits across Ireland. It will be necessary for visits to be staggered throughout the year and scheduled around Advance HE's delivery of other core services in Ireland, such as the assessment of Irish applications and obligations to the Athena SWAN Ireland National Committee.

Institutions seeking to arrange an institutional or departmental visit should contact the Programme Manager for Ireland, Dr Victoria Brownlee, ([Victoria.brownlee@advance-he.ac.uk](mailto:Victoria.brownlee@advance-he.ac.uk)) to explore suitable dates. A minimum of 6 weeks lead in time will be required.

Please be aware that the Programme Manager's availability for institutional visits will be more limited during award assessment cycles, typically January-March and June-September each year. For site visits during these periods, early booking is strongly advised.

Bookings for institutional visits will be taken on a rolling basis and dates allocated on a first-come, first-served basis. Advance HE will liaise with institutions who are not allocated their first choice to arrange the visit for a later date.

## Feedback Surgeries

Advance HE is committed to providing institutions and departments that have not been successful in achieving an award with tailored feedback. Advance HE's written feedback from the panel assessment is the primary mechanism for receiving feedback; however, Irish institutions or departments may request a supplementary feedback surgery with an Advance HE staff member.

The purpose of this feedback surgery is to answer institutional or departmental queries about the written feedback and advise on future work. Advance HE requests that HEIs submit questions or requests for specific advice about future applications to Advance HE a minimum of 5 working days prior to the surgery ([Athena.swan@advance-he.ac.uk](mailto:Athena.swan@advance-he.ac.uk) and [Victoria.brownlee@advance-he.ac.uk](mailto:Victoria.brownlee@advance-he.ac.uk)).

Feedback surgeries are in addition to the annual institutional visit by the Programme Manager. Where an institution has submitted more than one unsuccessful application, feedback surgeries will be scheduled for the same day. In order to deliver surgeries in a timely manner and maintain Advance HE's schedule for institutional visits and assessments it may be necessary to deliver feedback surgeries remotely via video or telephone conference.

## National or Collaborative Events

In addition to institutional visits, Advance HE is committed to improving collaboration between HEIs on their Athena SWAN work, and to creating opportunities for sector-wide training. With this in mind, Advance HE will seek to schedule regional and national training

opportunities related to the Athena SWAN process as appropriate. Training needs will be identified strategically through consultation with the Athena SWAN Ireland National Committee.

Advance HE also welcomes suggestions for, or invitations to, national or collaborative events from HEIs or other stakeholders. Please email [victoria.brownlee@advance-he.ac.uk](mailto:victoria.brownlee@advance-he.ac.uk).

### **Additional and Other Training for Institutions and Departments**

Where an institution or department wishes to purchase additional on-site support for their Athena SWAN work this can be arranged through Advance HE. Please contact [victoria.brownlee@advance-he.ac.uk](mailto:victoria.brownlee@advance-he.ac.uk) who will redirect your request to a U.K. Athena SWAN Charters Advisor or member of Advance HE's Knowledge Innovation and Delivery team as appropriate.

### **Eligible HEIs in Ireland**

The HEA-Advance HE Grant Agreement covers applications to Athena SWAN from institutions covered by the Government of Ireland's 'Free Fees Scheme'. These include:

- Athlone Institute of Technology
- Carlow College
- Cork Institute of Technology
- Dublin City University
- Dundalk Institute of Technology
- Galway–Mayo Institute of Technology
- Institute of Art, Design and Technology, Dún Laoghaire
- Institute of Technology, Carlow
- Institute of Technology, Sligo
- Institute of Technology, Tralee
- Letterkenny Institute of Technology
- Limerick Institute of Technology
- Mary Immaculate College
- Maynooth College
- Maynooth University
- National College of Art and Design
- National College of Ireland
- National University of Ireland, Galway
- Royal College of Surgeons in Ireland
- St. Angela's College, Sligo
- Technological University Dublin
- Trinity College Dublin
- University College Cork
- University College Dublin

- University of Limerick
- Waterford Institute of Technology