BECOMING A SAGE CYGNET AWARD REVIEWER OR INDEPENDENT CHAIR
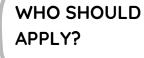
WHAT DOES A SAGE REVIEWER DO?

SAGE Reviewers assess applications and make recommendations to SAGE in support of awarding Cygnet Awards. Reviewers also provide developmental feedback to applicants on their gender equity, diversity and inclusion work and support the SAGE community to progress gender equity, diversity and inclusion in the Australian Tertiary Education and Research sector.

WHY BECOME A REVIEWER?

- as expert Reviewers and Independent Chairs your contributions assure the integrity, rigour and credibility of the SAGE review and assessment process
- gain a more detailed understanding of the assessment process
- get insights and learn from activities undertaken by other institutions
- share your knowledge and expertise with peers
- build your professional networks

WHO SHOULD APPLY?

Colleagues with demonstrated expertise and experience in one or more of the following fields:

- outcome and impact assessment
- institutional and/or professional accreditation
- organisational cultural change (e.g., inclusion measures, change management and sustainable change)
- gender equity, diversity and inclusion in the workplace
- the Tertiary Education and Research sector, or relevant industries.

Colleagues from tertiary education institutions, medical research institutes and publicly-funded research agencies and/or related sectors of the industry;

Colleagues from all staff classifications

Colleagues of all genders and identities, **particularly those from underrepresented and/or marginalised groups**

WHAT DOES THE TRAINING INVOLVE?

The Reviewer Training Sessions for the SAGE Cygnet Awards comprise a series of online videos, 1 Mock Cygnet with example assessment & feedback, a self-paced mock review, plus an online mock panel meeting. There will be an additional training session for the Independent Chair.

- A Reviewer should expect to spend approx. 4 hours to complete the self-guided training and attend an additional online mock assessment meeting (1 hour).
- Chairs will complete the same training with an additional online meeting for chair-specific training (1 hour).

WHAT IS THE ASSSESSMENT TIME COMMITMENT?

For each Cygnet, a Reviewer should expect to spend approx. 2 hours on their individual assessment of the Cygnet Application. This will be followed by an online group assessment meeting (1 hour).

- If the group consensus is that an Institution needs to submit more information for award, a Reviewer may be requested to assess the additional information provided (1-2 hours) and attend a further online group assessment meeting to discuss whether this is sufficient (1 hour). This process will take place within 6 months of the first assessment.
- A Chair will be required to attend the second phase of assessment (review of additional information) if this is the outcome of the first assessment.

WHEN WILL I REVIEW AND HOW OFTEN?

Institutions can submit their Cygnet applications at any time during their 7-year Bronze Award Validity period. That means we don't know (until we get the notice of intent to submit) who will submit when. We're conscious of people's other commitments and will spread the load across the pool as much as possible, taking into account the skills mix needed in each group.

Reviewers can let SAGE know in advance about any known time periods where they will not be available to review applications.

HOW DO I APPLY?

Contact SAGE's dedicated peer review inbox: peerreview@sciencegenderequity.org.au for an Expression of Interest (EOI) Form

APPLY

WHAT IS THE PROCESS?

Individuals interested in becoming a SAGE Cygnet Award Reviewer or Chair submit an Expression of Interest form (EOI) to SAGE via the peer review inbox (peerreview@sciencegenderequity.org.au)

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On receipt of the EOI you will be added to the SAGE pool of reviewers and SAGE will contact you with details of the <u>Reviewer (or Chair) training</u>

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Once SAGE have provided you with the materials you can start the self-guided section of the training. SAGE will be in contact to organise online live mock assessment sessions and chair training sessions (for chairs only)

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SAGE will contact Reviewers and Chair to take part in assessments as Cygnet Applications are received from Institutions, selecting balanced Review Groups taking into account demographic information and expertise

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On acceptance of a Cygnet Application assessment, Reviewers will be provided access to the application via the SAGE online assessment tool

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Reviewers will have two weeks to individually assess SAGE Cygnet Award applications against the SAGE Cygnet Award Assessment Criteria*

*See <u>SAGE Cygnet Award Assessment Guide for Reviewers</u> for further detail