



Pleiades Awards: Selection Criteria

Overview

The Pleiades Awards scheme aims to encourage organisations to promote equity and inclusion of all people, and to actively support currently marginalised groups (including those of diverse ethnicities, gender identities, sexual orientations, religions, and disabilities). Key components to achieving the goal of equity and inclusion within an organisation include adopting practices that promote awareness of unconscious bias, encourage full participation of a diverse population of people at all levels of professional life, and highlight the importance of work-life balance. The IDEA Chapter believes that transparency and communication within organisations are key to achieving this goal.

Notes on types of organisations that may apply for Pleiades Awards:

- Astronomy in Australia incorporates a number of large organisations which span multiple individual institutions for a set period or duration (e.g., Centres of Excellence). In addition to discussing internal initiatives, such organisations should also comment (as appropriate) on policies dealing with issues which may arise between parties at different member institutions.
- If an eligible organisation oversees committees of external astronomers (e.g. Time Allocation, Steering and Advisory Committees), those organisations should also comment on how their initiatives apply to those committees.
- Small organisations (fewer than 10 full-time staff and students) may find some of the Silver and Gold award criteria challenging to achieve. IDEA recommends that these organisations respond to the criteria as best they can with the Chapter's aims of organisational transparency and staff comfort in mind.
- If the structure of an organisation has changed considerably since its last award submission, the new organisation will be considered on its own merits as a new entity.

Key Definitions:

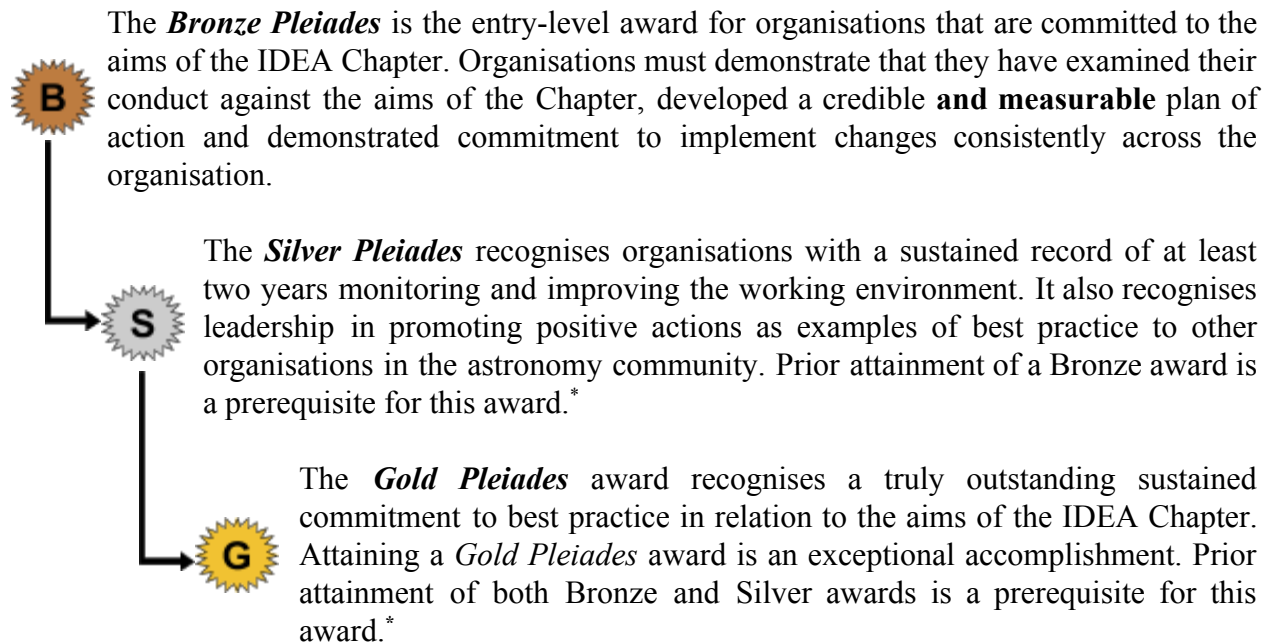
- **Equity, diversity and inclusion:** in these award criteria, this refers to the actions taken by an organisation to achieve equity, diversity and inclusion. The objective to provide an atmosphere and environment in which all have equal opportunity to succeed, irrespective of (and not limited to) gender, gender identity and expression, sexual orientation, disability, physical appearance, race, age or religion. This can include (but is not limited to):
 - A committee to identify barriers to and opportunities for achieving workplace equity, diversity and inclusion.
 - Monitoring of staff and student composition, to identify changes in staff and student diversity.
 - Culture surveys to measure the diversity of the staff and student cohort, and get feedback on workplace culture and identify barriers to equity, diversity and inclusion.
 - Workplace training that supports equity, diversity and inclusion.
 - Workplace readiness (cultural safety)- that is, how culturally safe and inclusive the workplace is so all people feel respected, connected and contributing to the organisation's success.
 - Recruitment, selection and promotion that encourages diversity and inclusion, including appropriate advertising, monitoring diversity and training of panel members.
 - Monitoring workloads, so they are consistent with equity, diversity and inclusion (e.g. preventing gendered teaching or administration workloads).

- **Misconduct:** includes any behaviour that inhibits a person's opportunity to succeed in their work. This can include (but is not limited to):
 - Offensive comments related to protected attributes including gender and gender identity, sexual orientation, disability, pregnancy, race, religion or national origin.
 - Unwelcome comments regarding a person's lifestyle choices and practices.
 - Deliberate misgendering or use of 'dead' or rejected names.
 - Gratuitous or off-topic sexual images or behaviour in spaces where they're not appropriate.
 - Physical contact or simulated physical contact without consent or after a request to stop.
 - Threats of violence or incitement of violence, including encouraging self-harm.
 - Deliberate intimidation and workplace bullying.
 - Stalking or following.
 - Harassing photography or recording, including logging online activity to harass.

- Sustained disruption of discussion.
- Unwelcome sexual attention.
- Patterns of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others.
- Continued one-on-one communication after requests to cease such activity.

Levels of Awards

There are three levels of *Pleiades Awards*:



An eligible organisation can be awarded a *Bronze, Silver* or *Gold Award*, or no award. In the last case, feedback will be given and the organisation will be encouraged to develop a plan and to work towards appropriate goals. In the event that the criteria for the level of award sought by the eligible organisation are not met, the awards committee will consider the application against the criteria for a lower award level.

Scoring and Review Process

Each of the criteria will be scored by each unconflicted review committee member on a scale from 0 to 4:

- 0: Not answered
- 1: Minimally answered the criteria, or missed significant aspects of the criteria
- 2: Competently answered, but with one or two missing elements
- 3: Completely answered, any issues have been clearly explained
- 4: Exceptional answer

The scoring will be followed with a moderation meeting to review each application, to discuss the scoring for each criterion, and to reach a consensus for the integer score to be assigned to each criterion for each of the applications. The committee will then decide what specific questions to be asked from the applicants for the rejoinder.

A rejoinder will be solicited from each organisation approximately 6 weeks after the application deadline. Applicants will be given ~4 weeks to submit their rejoinder. The committee will send specific questions or requests that were identified during the scoring and first review of the application. A length limit will be given for the response. In addition to the response to the questions, organisations may also include additional data that may have been collected since the application deadline (e.g. results from a survey).

Using the criteria scores as a guide combined with the rejoinder response, the review committee will then assess the whole application and reach consensus on what level to award the organisation. The applicants will then be notified of the results of their application ~4 weeks after the rejoinder submission date. The organisation will be provided with the scores for each criterion as well as a summary of the application review and justification for the level awarded to the application. The full scores will be provided to serve as a guide for organisations to understand where they are doing well and where they could improve. The scores and award decisions will be final.




Review Committee

The Pleiades Award applications will be reviewed and scored by the existing IDEA Chapter Steering Committee plus a neutral representative from the Science and Technology, Australia (STA) Diversity and Inclusion Committee. There will also be an representative recommended by SAGE that will serve as oversight and to help with responses that could be affected by HR policies at organisations. We note that no Steering Committee member will grade or be included in the discussion of the application from their own organisation. All application materials and discussions about applications will be kept confidential.







Assessing unsolicited additional information

The IDEA Steering Committee has in the past received unsolicited comments and thoughts on submitted applications. If this is to happen and the IDEA Steering Committee receives feedback or comments on a submitted application before the review process has begun (~4 weeks after the application submission deadline), then the Steering Committee will contact the designated person for the application with a description of the information that has been communicated. The organisation will be given ~2 weeks to respond to the information and the application will not be reviewed before that time. The organisation will then also have another chance to respond to any remaining comments in the rejoinder stage.















Award Criteria

-  Required for *Bronze Award*
-  Required for *Silver Award*
-  Required for *Gold Award*


Philosophy


-    **P1.** Examined the conduct of the organisation in relation to equity and inclusion, and identified several specific areas in which there are opportunities to improve.
-    **P2.** Devised ways to measure the impact (or lack thereof) of planned initiatives within the organisation. Ideally the implemented initiatives will be Specific, Measurable, Achievable, Relevant and Timebound and should be monitored over time.


Strategy


-    **S1.** Established a committee to identify, implement and monitor positive changes in equity and inclusion within the organisation. Planned for committee members to undertake relevant diversity training as soon as possible within the next 2 years.
 -   **S1.a.** Maintained a committed team over the past 2 years (4 years for *Gold*) with a quorum meeting regularly (at least four times a year) to identify, monitor and implement positive changes, and ensured that a majority of committee members have undertaken relevant diversity training.
-    **S2.** Demonstrated a credible commitment to implement a range of initiatives during the coming 2 years that will promote equity and inclusion and demonstrate best practice.
-    **S3.** Ensured all staff are aware of the University's or institution's code of conduct as well as the process for reporting cases of misconduct.
-    **S4.** Provided safe avenues for staff to report issues or make suggestions without risk of repercussions, typically outside of formal reporting options provided through organisational Human Resources channels. All staff should be aware of how to make any report, what happens to that report once it is made and whether it is possible to make a report anonymously.

Outcomes


 **O1.** Announced a credible commitment from the head of the organisation to achieving equity and inclusion goals set out by the organisation.


 **O1.a.** Demonstrated effective commitment from the head of the organisation to achieving equity and inclusion goals set out by the organisation over the past 2 years.


 **O1.a.G** Demonstrated widespread ‘buy-in’ throughout the organisation, including universal uptake of appropriate training and vocal public leadership by senior managers over the past 4 years.


 **O2.** Established the number of reported cases of misconduct, the number resolved and the average time to resolution over the past year. If the applying organisation is a new entity, plans for such reporting should be clearly outlined.

Where an organisation is restricted in what can be reported - or, with reference to criterion O2.b, what support can be provided to complainants - by institutional policy or legal considerations, these constraints should be explicitly stated, and, where appropriate, supported by additional documentation.


 **O2.a.** Published, where institutional and legal constraints permit, the number of reported cases of misconduct, the number resolved and the average time to resolution over the past 2 years (4 years for *Gold*) in a public document (e.g., an annual report). The location of the document should be specified in the application.


 **O2.b.** Demonstrated support for complainants in misconduct cases, including, where institutional and legal constraints permit, the freedom to publicly speak about such cases. Demonstrated unequivocal strong support of complainants when retaliation for a complaint has occurred.


 **O3.** Publicised the commitment to work towards best practice¹ in equity and inclusion by circulating specific plans to all staff and students within the organisation including sharing this application with all staff and students for their comment at least 2 weeks prior to submission.


 **O3.a.** Monitored the conduct of the organisation in relation to equity and inclusion over a sustained period of at least 2 years (4 years for *Gold*).


¹for example, <https://sciencegenderequity.org.au/>


 **O3.b.** Demonstrated regular communication of goals and progress reports to all staff and students within the organisation.


 **O3.b.G** Demonstrated a regular public commitment to sharing best practice and achievements inside as well as outside the organisation, thereby encouraging others to implement positive change.


 **O3.c.** Demonstrated the implementation of a range of initiatives during the past 2 years including best practices and initiatives with high potential in promoting equity and inclusion, eg. Recruitment, selection and promotion; succession planning; professional development opportunities; flexible work; and equitable allocation of workload. Also identified several specific areas in which there are still opportunities to improve, and made plans to address those over the coming 2 years.

 **O3.c.G** Demonstrated sustained best practice across a broad range of measures for at least the past 4 years, and implemented novel and/or high-profile initiatives that have a broad reach and have significantly progressed equity and inclusion in the organisation over the past 4 years.

 **O3.d.** Measured the impact (or lack thereof) of initiatives within the organisation over the past 2 years or more.

 **O3.d.G** Demonstrated the tangible positive impact of initiatives within the organisation over the past 2 years or more.

 **O3.e.** Performed an (anonymous) climate survey to identify equity and inclusion issues within the organisation and developed an action plan to address those issues. Consulted with, and actively sought feedback from, staff and students regarding those results and action plan.

 **O3.e.G** Executed the action plan to address issues uncovered by climate survey within 2 years of climate survey findings.