

## EQUAL OPPORTUNITIES IN THE EVALUATION OF ACADEMIC QUALIFICATIONS

The following criteria must not have a negative effect when evaluating a candidate's academic qualifications:

- ✓ Gaps in employment, reduction in working hours or delayed graduation in a particular programme due to time spent caring for relatives or children
- ✓ Need to spend time caring for children or relatives
- ✓ Intention to make use of the option to reduce working hours (part-time)
- ✓ Gaps in academic work or delayed graduation for family reasons

On principle, all female candidates who meet the formal requirements and are suitable for the vacant position should be invited to give a trial lecture.

All members of the appointment committee should be aware of implicit gender bias when evaluating female candidates' performances and ensure they follow the DFG's guidelines on conducting unbiased evaluations.

## FURTHER DOCUMENTS

In addition to the regulations for appointments and this flyer, the following documents on quality assurance in appointment procedures are available:

- ✓ Checklist for the stages and results of the appointment procedure
- ✓ Guidelines on proactive headhunting
- ✓ Guidelines for reporting on appointment procedures
- ✓ Signature list for documenting participation in training

### CONTACT

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### FURTHER INFORMATION

[www.fau.de](http://www.fau.de)  
[www.zuv.fau.de/einrichtungen/personalabteilung/  
handbuch-personal/berufungsverfahren/](http://www.zuv.fau.de/einrichtungen/personalabteilung/handbuch-personal/berufungsverfahren/)  
[www.gender-und-diversity.fau.de/](http://www.gender-und-diversity.fau.de/)  
[www.dfg.de/foerderung/grundlagen\\_  
rahmenbedingungen/chancengleichheit/](http://www.dfg.de/foerderung/grundlagen_rahmenbedingungen/chancengleichheit/)

## Quality assurance in appointment procedures

Under particular consideration  
of aspects of gender and diversity

## QUALITY ASSURANCE IN APPOINTMENT PROCEDURES

Essential information is provided in the **Regulations for appointments** at Friedrich-Alexander-Universität Erlangen-Nürnberg. Appointment procedures for professors and junior professors under particular consideration of aspects of gender and diversity', which were passed by the Executive Board. These regulations contribute to quality assurance in appointment procedures and to improving equality and increasing the percentage of female professors at the University through consistent and systematic integration of aspects of gender and diversity in the appointment process.

Members of appointment committees should be given this flyer in order to make them aware of the issue of equality in appointment procedures and to ensure that candidates are evaluated without prejudice. All members of appointment committees must confirm with their signature that they have read and understood the content.

### GENERAL

#### **Involvement of women's representatives and female professors in appointment procedures**

Women are under-represented at the professorial level at FAU. When suggesting candidates for appointment as professors, those involved must endeavour **to increase the percentage of women in academia** [Article 18 (4) (7) BayHSchPG].

The elected women's representatives are **members** of the appointment committees **with voting rights** [Article 18 (4)(2) BayHSchPG].

It should be ensured that women and men are both represented appropriately in the committees [Article 4(4) BayHSchG].

To ensure that women are sufficiently represented in appointment committees, at least two female professors should be included in each appointment committee. Exceptions may be made in cases where women are under-represented in specific subjects, provided reasons are given. In addition, **up to two external female professors from a relevant subject** may be brought in to evaluate applicants for professorships. FAU will cover travel expenses.

In faculties with a low percentage of women, female professors who play a key role in appointment committees may apply for **teaching support** or a reduction of teaching hours.

### CALLS FOR APPLICATIONS

#### **Drafting the text**

The call for applications must contain the following: 'FAU is a **family-friendly employer** and is also responsive to the needs of dual career couples. In its pursuit of academic excellence, FAU is committed to equality of opportunity and to a proactive and inclusive approach, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.'

The text should be written under consideration of aspects of gender and diversity. Gender-neutral language should be used. The women's representative should be involved in plans to fill the position and in drafting the call for applications.

#### **Proactive headhunting**

**Proactive headhunting** is a key method for recruiting female professors which is promoted by FAU in its **internal target agreements on promoting women in academia**. Headhunting measures should be based on the **Guidelines on headhunting female professors** provided by the Office of Equal Opportunities and must be documented clearly and transparently for the Executive Board and the Senate.

Applications for funding to cover the cost of headhunting activities may be submitted to the chancellor. All faculties carry out proactive and international headhunting (recruiting, labour market screening, executive search) during appointment procedures. The responsibility for headhunting lies with the chairperson of the appointment committee in consultation with the dean. The chairperson of the appointment committee actively approaches researchers and encourages them to apply.

### SUGGESTING A CANDIDATE FOR APPOINTMENT

#### **Appointing reviewers**

Where possible an equal number of male and female **reviewers** should be appointed. The reviewers should be informed of equality measures. It should also be checked that reviewers do not have any hidden prejudices.

#### **Documentation of gender equality in the appointment process**

To increase the transparency of the procedure, the Executive Board and the Senate must be given the **Checklist for the stages and results of the appointment procedure by the chairperson of the committee**.

This checklist documents:

- ✓ That all members of the appointment committee received proper training
- ✓ All stages and results of the appointment procedure, including applications, invitations and a list of women and men
- ✓ All stages and results of headhunting activities

The checklist must be signed by the person reporting to the Executive Board and attached to the document stating which candidate is suggested for appointment.