



## **Faculty of Social Sciences action plan for gender equality, equal opportunities and diversity 2014–2015**

*Adopted by the Board of the Faculty of Social Sciences, 14 November 2013*

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This action plan is based on the *Discrimination Act* (2008:567), the *Lund University Strategic Plan 2012–2016* and the *Lund University Policy for Gender Equality, Equal Opportunities and Diversity* (reg. no PE2011/177). The action plan contains concrete measures for the Faculty's work on gender equality, equal opportunities and diversity in 2014–15, divided into seven action areas:

1. Discrimination
2. Equal opportunities
3. Recruitment and promotion
4. Leadership
5. Salaries and terms of employment
6. Integration of gender equality, equal opportunities and diversity in teaching
7. Follow up of action plans

In order to facilitate focused and systematic work on gender equality, equal opportunities and diversity at departmental level, a form has been developed. The form is to be used when the action plan is being implemented and to be sent in to the management group for gender equality, equal opportunities and diversity (hereinafter "the management group") at the end of the year.

### **1. Discrimination**

In order to help ensure that all students and staff are informed about the Discrimination Act, the Lund University Policy for Gender Equality, Equal Opportunities and Diversity and the Faculty of Social Science's procedure for managing cases of harassment, the Faculty shall:

- review the information on the Faculty's management of gender equality, equal opportunities and diversity on the Faculty website in order to achieve coherence and consensus. The Faculty web pages are to be updated by 31 December 2014 at the latest.  
*Responsibility of the management group, the departments and the Faculty information officer*
- develop the information in Swedish and English on the Faculty's management of gender equality, equal opportunities, diversity and the working environment that is distributed to newly admitted students.

*Responsibility of the management group and the Faculty information officer*

- invite the chair of the management group to at least one meeting of the heads of department per year to ensure that issues of gender equality, equal opportunities and diversity are addressed in a systematic and focused manner at the departments. The goal is that heads of department are to be continually updated on current issues of gender equality, equal opportunities and diversity.

*Responsibility of the Faculty management together with the management group*

- conduct a dialogue with newly admitted students on the University's core values and the Faculty's management of gender equality, equal opportunities and diversity.

*Responsibility of the departments together with the management group*

## **2. Equal opportunities**

In order to promote equal opportunities, the Faculty shall:

- participate in Human Resources' trial of gender equality indicators so as to review gender equality at the Faculty's departments. The goal is to have mapped the present gender equality indicators at the Faculty by the end of 2014. The present indicators will be used to arrive at proposals for measures.

*Responsibility of Human Resources together with the management group*

- analyse and take measures to address the high rate of sick leave among female doctoral students. The goal is that the rate of sick leave of female doctoral students shall have been analysed by 30 September 2014 and that possible measures shall have been proposed by the end of 2014. At the end of 2015, the current rate of sick leave among female doctoral students shall have been reduced by at least 50 per cent.

*Responsibility of the management group together with the Faculty management, the Research Studies Council and the departments*

- follow up the mentoring programme for doctoral students. The goal is to follow up and evaluate the mentoring programme so that any lessons from the programme can be implemented and made permanent in the Faculty's activities.

*Responsibility of the management group together with the Faculty management, the Research Studies Council and the departments*

- analyse if there is a need for a mentoring programmes for international teaching staff. The analysis shall have been completed by 31 December 2014.

*Responsibility of the management group together with the Faculty management, the Faculty Development Council and the departments*

## **3. Recruitment and promotion**

In order to promote skills-based staff management actively targeting gender equality and diversity, the Faculty shall:

- follow up and analyse promotions to professor from the point of view of gender equality and diversity. The analysis shall have been completed by 30 June 2014. The goal is that the Faculty by 30 June 2015 shall have developed methods to improve the procedure for promotions to professor through promoting skills-based staff management.

*Responsibility of the management group together with the Faculty management, the Academic Appointments Board and the departments*

- follow up and analyse readership appointments from the point of view of gender equality and diversity. The analysis shall have been completed by 30 September 2014. The goal is that the Faculty by 30 June 2015 shall have developed methods to improve the procedure for readership appointments through promoting skills-based staff management.

*Responsibility of the management group together with the Faculty management, the Readership Appointments Committee and the departments*

- Draft a plan of measures to counteract an uneven gender balance among readers and professors during 2014–2015.

*Responsibility of the management group together with the Faculty management*

#### **4. Leadership**

In order to achieve gender equality and diversity in leadership, the Faculty shall

- encourage heads of department and directors of studies to undertake leadership programmes incorporating gender equality, equal opportunities and diversity perspectives. A proposal for a training programme for heads of department and directors of studies shall be ready by 31 March 2014. The goal is to promote an inclusive work environment through annual half-day training sessions.

*Responsibility of the Faculty management and the management group*

#### **5. Salaries and terms of employment**

In order to promote equal pay and terms of employment, the Faculty shall

- follow up salaries and terms of employment from the point of view of equal opportunities. Routines for following up salaries and terms of employment shall be available by 31 March 2014. The goal is to remove any non-objective discrepancies in salaries.

*Responsibility of the management group, Faculty management and the departments*

#### **6. Integration of gender equality, equal opportunities and diversity in teaching**

In order to integrate gender equality, equal opportunities and diversity perspectives in teaching, the Faculty shall

- support departmental work to implement the results of the “Gender-aware teaching” project in courses and programmes for students and staff. The results of the project are once more to be disseminated to directors of

studies, heads of departments and other concerned parties before 31 March 2014. The information is to be used for the planning of teaching and introducing increased gender awareness in teaching. The goal is to achieve a more inclusive teaching environment and to ensure that lectures integrate a gender perspective in teaching.

*Responsibility of the management group and the Faculty Management together with the departments*

- invite the chair of the management group to at least one meeting of the Education Council per semester to ensure that issues of gender equality, equal opportunities and diversity are addressed in a systematic and focused manner.

*Responsibility of the Faculty Equal Opportunities Management Group together with the Faculty Education Council*

### **7. Follow up of action plans**

In order to ensure that issues of gender equality, equal opportunities and diversity are addressed in a systematic and focused manner, the Faculty shall

- support departments/equivalent units in the work to put into operation and implement the measures specified in the Faculty action plan for gender equality, equal opportunities and diversity.

*Responsibility of the management group together with the departments*

- support departments/equivalent units in the work to draw up yearly action plans on a form designed for the purpose and evaluate and report work on gender equality, equal opportunities and diversity in a gender equality, equal opportunities and diversity report at the end of the year.

*Responsibility of the management group together with the departments*

## Form

### Action plan for work on gender equality and equal opportunities

**Year:**

**Department/Unit:**

The departmental action plans are to be based on the *Faculty action plan for gender equality, equal opportunities and diversity 2012 (reg. no S2011/341)* and specify the practical measures to be taken in the departments' systematic and focused work to achieve gender equality, equal opportunities and diversity in 2012.

This action plan form is intended to facilitate the focused and systematic work on gender equality and equal opportunities at departmental level. The form consists of a repetition of the four phases Planning, Implementing, Following Up and Developing. All phases should be in focus. The final phase, Developing, lays the foundation for a new and improved action plan for the following year, which is the essence of the systematic method.

*Please note that the four phases may be repeated several times within the same action area depending on the number of problem areas identified.*

#### Action area 1 Discrimination

##### Planning

**Problem area:**

**Aim:**

**Measure:**

**Measure:**

**Measure:**

##### Implementing

**Responsibility of:**

**Timeframe:**

**Budget:**

##### Following up

**Follow-up:**

##### Developing

**Development:**

#### Action area 2 Equal opportunities

**Planning**

**Problem area:**

**Aim:**

**Measure:**

**Measure:**

**Measure:**

**Implementing**

**Responsibility of:**

**Timeframe:**

**Budget:**

**Following up**

**Follow-up:**

**Developing**

**Development:**

**Action area 3 Recruitment and promotion**

**Planning**

**Problem area:**

**Aim:**

**Measure:**

**Measure:**

**Measure:**

**Implementing**

**Responsibility of:**

**Timeframe:**

**Budget:**

**Following up**

**Follow-up:**

**Developing**

**Development:**

**Action area 4 Leadership**

**Planning**

**Problem area:**

**Aim:**

**Measure:**

**Measure:**

	<b>Measure:</b>
<b>Implementing</b>	<b>Responsibility of:</b>
	<b>Timeframe:</b>
	<b>Budget:</b>
<b>Following up</b>	<b>Follow-up:</b>
<b>Developing</b>	<b>Development:</b>

#### **Action area 5 Salaries and terms of employment**

<b>Planning</b>	<b>Problem area:</b>
	<b>Aim:</b>
	<b>Measure:</b>
	<b>Measure:</b>
	<b>Measure:</b>
<b>Implementing</b>	<b>Responsibility of:</b>
	<b>Timeframe:</b>
	<b>Budget:</b>
<b>Following up</b>	<b>Follow-up:</b>
<b>Developing</b>	<b>Development:</b>

#### **Action area 6 Integration of gender equality, equal opportunities and diversity in teaching**

<b>Planning</b>	<b>Problem area:</b>
	<b>Aim:</b>
	<b>Measure:</b>
	<b>Measure:</b>
	<b>Measure:</b>
<b>Implementing</b>	<b>Responsibility of:</b>
	<b>Timeframe:</b>
	<b>Budget:</b>

**Following up  
Developing**

**Follow-up:  
Development:**

**Action area 7 Follow-up of action plans**

**Planning**

**Problem area:**

**Aim:**

**Measure:**

**Measure:**

**Measure:**

**Implementing**

**Responsibility of:**

**Timeframe:**

**Budget:**

**Following up  
Developing**

**Follow-up:  
Development:**