Gender Equality Plan for the Department of Information Technology 2013

The following plan is applicable to all activities within the Department of Information Technology. It applies to all staff and students of the department. This plan supplements the gender equality plans of Uppsala University and the Faculty for Science and Technology. The plan is composed of two sections - the first relating to standing assignments and the second specifically for measures in 2013. The legal underpinnings for gender equality are given in the Gender Equality Plan of Uppsala University (In Swedish).

For more information regarding the gender equality plans of the University as well as the Faculty, please refer to the Gender Equality Committee of the University (in Swedish) and the Gender Equality Sub-committee of the Faculty (in Swedish).

Allocation of responsibility

Overall responsibility for gender equality work at the department lies with the Head of Department. The department is required to have a contact person for gender equality issues, chosen by the department board. The contact person is responsible for reviewing and evaluating gender equality work at the department, planning and executing gender equality projects as well as regularly updating the Gender Equality Plan. The contact person is also responsible for providing students and employees with support regarding issues or questions relating to gender equality within the department.

Furthermore, there shall be a Gender Equality Group appointed by the department board.

Gender equality plans that take precedence

The University and the Faculty have adopted gender equality plans that take precedence over the Department’s Gender Equality Plan; see the Gender Equality Plan of the Faculty (in Swedish) as well as the Gender Equality Plan of the University (in Swedish).

The University also has a parental policy (in Swedish) and a plan for equality with regards to sexual orientation and gender identity and/or gender expression (in Swedish).

Standing assignments

Contact person for gender equality issues

- There shall be a contact person for gender equality issues. The contact person shall have regular communication with all concerned student organisations.
  Officer in charge: Head of Department and the contact person for gender equality issues

Gender Equality Group

- The department shall have a Gender Equality Group convened and led by the contact person for gender equality issues. Each section within the department shall be represented in the group, in addition to representatives of administrative staff, technical staff and students.
  Officer in charge: The contact person for gender equality issues and Head of Department
Management

- Members of the management group who have not yet participated in training on gender equality shall undertake such training.
- There shall be at least one member of the management group who is qualified to deal with gender equality issues and who will be expressly responsible for monitoring such issues.
  
  **Officer in charge:** Head of Department

Contact person for gender-related violations

- There shall be a contact person for gender-related violations.
  
  *(As per the Gender Equality Plan of the Faculty; Kontinuerliga uppdrag; Kränkningar på grund av kön [Standing assignments; Gender-related violations, in Swedish]*)
  
  **Officer in charge:** Head of Department and the contact person for gender-related violations

- This person shall, to the greatest possible extent, receive relevant training to be able to fully perform this responsibility.
  
  **Officer in charge:** Head of Department

Gender Equality Plan

- The Gender Equality Plan shall be evaluated and revised annually.
  
  *(As per the Gender Equality Plan of the University; Standing Assignments; Disciplinary domain boards, faculty boards and departments/equivalent; Plans and feedback, in Swedish]*)
  
  **Officer in charge:** The Gender Equality Group

- The Gender Equality Plan shall be made available in Swedish and English.
  
  **Officer in charge:** Head of Department

Recruitment

- During each recruitment process the officers in charge (supervisors, director of undergraduate studies, group leader, etc.) shall *actively and widely* search for candidates of underrepresented gender.
- Measures taken to this end shall continuously be reported for consolidation and review, in order for channels and contact networks for recruitment to be progressively developed. In the long term, this will contribute to gender-balanced recruitment processes.
  
  *(As per the Gender Equality Plan of the Faculty (in Swedish); Kontinuerliga uppdrag; ex Tillsättning av nya befattningar [Standing assignments; e.g. Appointment to new positions, in Swedish]*)
  
  **Officer in charge:** Head of Department

- The way in which an active and wide search for candidates of underrepresented gender has been carried out shall be reported in writing to Head of Department who, in collaboration with the Gender Equality Group, annually reviews all such submitted accounts and compiles a report which is to be published at a suitable location and linked to from LäsIT.
  
  **Officer in charge:** Head of Department
Pay

- Differences in pay both within and between different comparable groups of employees shall be investigated to determine whether they can be explained on the basis of gender. Specifically, salary differences between administrative and technical staff as well as between lecturers and research assistants shall be analysed. If any differences are found to be on the basis of gender, action shall be taken to remove them. (As per the Gender Equality Plan of the Faculty (in Swedish); Kontinuerliga uppdrag; Aktiv Lönepolitik [Standing assignments; Wage policies, in Swedish] as well as the Gender Equality Plan of the University (in Swedish); Standing assignments; Disciplinary domain boards, faculty boards, and departments/equivalent; Pay and competence development)

**Officer in charge:** Head of Department in consultation with the contact person for gender equality issues

Information

- Provide general information on the work that is being done on gender equality, what resources are available, etc.

**Officer in charge:** The contact person for gender equality issues

- Information on the work of the Gender Equality Group is to be provided continuously at section meetings and, as and when required, on LäsIT. (As per the Gender Equality Plan of the Faculty (in Swedish); Kontinuerliga uppdrag; Jämställdhetsplaner och verksamhetsberättelser [Standing assignments; Gender Equality Plans and annual reports, in Swedish])

**Officer in charge:** The Gender Equality Group

- A summary report on the work of the Gender Equality Group shall be published and linked to on LäsIT at the end of each term.

**Officer in charge:** The Gender Equality Group

- Meeting minutes of the Gender Equality Group shall be published on the group’s website.

**Officer in charge:** The Gender Equality Group

Appointment of groups with important strategic or decision-making functions

- There shall always be representation of both genders in every group appointed to discuss or decide on issues affecting a larger number of employees. (As per the Gender Equality Plan of the Faculty (in Swedish); Kontinuerliga uppdrag; Beredande och beslutande organ [Standing assignments; Preparatory and decision making bodies, in Swedish] as well as the Gender Equality Plan of the University (in Swedish); Standing assignments; Disciplinary domain boards, faculty boards, and departments/equivalent; Leadership positions, investigative and decision-making bodies)

**Officer in charge:** Head of Department
Research

- The Head of Research shall work to increase the share of senior women in research, as well as improve visibility for female researchers (both within and outside the department). Among other things, this means that women shall be represented in any group of strategic nature – such as groups formed for referral reports, grant applications, etc. – to a high degree.

(As per the Gender Equality Plan of the Faculty (in Swedish); Teknisk-Naturvetenskapliga fakultetens jämställdhetsmål [Goals for gender equality work at the Faculty for Science and Technology, in Swedish])

Officer in charge: Head of Research

PhD (third cycle) education

- The Head of Research and Director of PhD studies shall work to ensure that the proportion of female PhD students increases, as well as work to improve the visibility of female PhD students.

(As per the Gender Equality Plan of the Faculty (in Swedish); Kontinuerliga uppdrag; Rekrytering till forskarutbildning [Standing assignments; PhD recruitment, in Swedish])

Officer in charge: Professor responsible for postgraduate studies

Fund for measures to promote gender equality

- The fund, which had previously been reserved for PhD Student Support to promote gender equality, is freely available for use by departments from 2011 onwards. At the Department of Information Technology this fund shall continue to be used for measures to promote gender equality.

- Previously 70% of the fund had been reserved for PhD Student Support on the basis of a distribution model developed by the Gender Equality Group in consultation with the Department Board. This procedure will end as of 2013.

- The fund (30% of it until the end of 2012) will be used for on-going measures which are deemed to positively support gender equality at the department. Grants to projects (including PhD Student Support) shall be allocated by the Head of Department, twice yearly, after proposals have been consolidated and ranked by the Gender Equality Group.

Officer in charge: Head of Department in consultation with the contact person for gender equality issues

- The above mentioned operating procedure shall be evaluated in 2016.

Officer in charge: Head of Department in consultation with the contact person for gender equality issues

Follow-up of examination committees and faculty examiners

- The gender distribution of faculty examiners and those who have been appointed to examination committees shall be reviewed.

- We should aim to have an equal gender distribution while assigning faculty examiners for the public defence of PhD dissertations. In cases where a woman is not selected, a written report shall be made. This report cannot in a routine manner refer to a lack of candidates, but must show that considerable effort has been made and describe why such effort has failed. Note that even though the department does not formally appoint faculty examiners or grading committees it is in our interest to evaluate and influence their gender distribution.

Officer in charge: Head of Department
Undergraduate and postgraduate education

- Gender-coaching and training in gender-sensitive pedagogy shall be offered to all teachers at the department.
  
  (As per the Gender Equality Plan of the Faculty (in Swedish); Mål och åtgärder; 5. Utbildning av lärare i könsmedveten pedagogik [Goals and measures; 5. Training of teachers in gender-sensitive pedagogy, in Swedish] as well as the Gender Equality Plan of the University (in Swedish); Standing assignments; Disciplinary domain boards, faculty boards, and departments/equivalent; Gender-sensitive pedagogy)
  
  Officer in charge: Head of Department

Measures 2013

Research

- A plan to increase the proportion of senior female researchers has been prepared in 2012. This plan shall be implemented incrementally starting in 2013 and thereafter continuously maintained and improved.
  
  (As per the Gender Equality Plan of the Faculty (in Swedish); Teknisk-naturvetenskapliga fakultetens jämviktsmål [Goals for gender equality work at the Faculty for Science and Technology, in Swedish])
  
  Officer in charge: Head of Research

PhD education

- All supervisors shall undergo supervisor training.
  
  (As per the Gender Equality Plan of the Faculty (in Swedish); Kontinuerliga uppdrag; Utbildning [Standing assignments; Education, in Swedish] as well as the Gender Equality Plan of the University (in Swedish); Standing assignments; Gender-sensitive pedagogy)
  
  Officer in charge: Head of Department

Undergraduate and Postgraduate education

- The Head of Education shall work to increase the proportion of female teachers as well as improve their visibility. A plan shall be drawn up during 2013 and thereafter continuously maintained and improved.
  
  (As per the Gender Equality Plan of the Faculty (in Swedish); Teknisk-naturvetenskapliga fakultetens jämviktsmål [Goals for gender equality work at the Faculty for Science and Technology, in Swedish])
  
  Officer in charge: Head of Education

- The Head of Education shall work to increase the proportion of female students in our undergraduate and postgraduate education. A plan shall be drawn up in 2013 and thereafter continuously maintained and improved.
  
  (As per the Gender Equality Plan of the Faculty (in Swedish); Teknisk-naturvetenskapliga fakultetens jämviktsmål [Goals for gender equality work at the Faculty for Science and Technology, in Swedish])
  
  Officer in charge: Head of Education

- Within the master programmes that the department is responsible for, a survey of the extent of and reasons behind female students leaving their studies shall be carried out. Furthermore, we shall encourage the Faculty to implement similar surveys for other programmes.
Appendix to Jämställdhetsplan

In 2012, we are taking the following measures to promote gender-equality at the ITdepartment.

- Attempts were made to start a female network in CS with undergraduates. A report will follow in LäsIT and a poster will be placed in places where students will see them.
- An ambitious attempt at creating a database female researchers in CS was started. The goal is to create a database to serve as an aid when searching for female applicants to new positions. The list is already useful (and has been used). The work is carried out by Takako Kawamura and funding is taken from arbetsförmedlingen and Resurs B for 2012/13.
- Sponsoring a female network for PhD students at the department to meet regularly twice a month.

In 2013 we will take the following measures (known at this point):

- Continue the work on the aforementioned database.
- Continue the support for the female PhD network.
- Announce a program to sponsor female speakers at existing seminar series with an open call.
- Stimulate equality-related initiatives by employees and students by announcing the availability of funding (from Resurs B) in two calls for proposals, one in spring and one in autumn.
- (Tentative) sponsor a semi-separatistic conference at the department with female presenters from CS departments in all of Sweden and external (female) invited speakers.
- Work for the inclusion of more gender violation-related teaching in introductory courses to decrease the number of gender-related violations.
- Work actively in the FESTA project.
- Have at least 6 yearly meetings instead of ~3.
- Work to include more non-Swedish member in the group.